

PRISONER ADMINISTRATION AND PROGRAMS

Subcourse Number MP 1027

EDITION D

United States Army Military Police School
Fort Leonard Wood, Missouri 65473-8926

4 Credit Hours

Edition Date: June 1999

SUBCOURSE OVERVIEW

We designed this subcourse to teach you the required duties and responsibilities relating to military prisoner administration policies, procedures, and programs within the confinement facility.

There are no prerequisites for this subcourse.

This subcourse reflects the doctrine which was current at the time it was prepared. In your own work situation, always refer to the latest official publications.

Unless otherwise stated, the masculine gender of singular pronouns is used to refer to both men and women.

TERMINAL LEARNING OBJECTIVE:

ACTION: You will learn the duties and responsibilities relating to military prisoner administrative policies.

CONDITION: You will have this subcourse, paper and pencil.

STANDARD: To demonstrate competency of this task, you must achieve a score of 70 percent on the subcourse examination.

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ADMINISTRATIVE INSTRUCTIONS

1. Number of lessons in this subcourse: Six.
2. Materials you need in addition to this booklet are a number 2 pencil and the ACCP examination response sheet and preaddressed envelope you received with this subcourse.
3. Supervisory requirements: None.

GRADING AND CERTIFICATION INSTRUCTIONS

Examination: This subcourse contains a multiple-choice examination covering the material in the six lessons. After studying the lessons and working through the practice exercises, complete the examination. Mark your answers in the subcourse booklet, then transfer them to the ACCP examination response sheet. Completely black out the lettered oval which corresponds to your selection (A, B, C, or D). Use a number 2 lead pencil to mark your responses. When you complete the ACCP examination response sheet, mail it in the preaddressed envelope you received with this subcourse. You will receive an examination score in the mail. You will receive four credit hours for successful completion of this examination.

LESSON 1

SENTENCE COMPUTATION

Critical Tasks: 191-381-1262
191-382-2291
191-384-4428

OVERVIEW

LESSON DESCRIPTION:

In this lesson you will learn the definitions and terminologies used in computation of prison sentences and how to compute them.

TERMINAL LEARNING OBJECTIVE:

- ACTION:** Compute a prisoner's sentence.
- CONDITION:** You will have this subcourse, paper and pencil.
- STANDARD:** To demonstrate competency of this task you must achieve a score of 70 percent on the subcourse examination.
- REFERENCES:** The material contained in this lesson was derived from the following publication: AR 633-30.

INTRODUCTION

The accurate computation of prisoners' sentences helps ensure the proper administration of the Army's correctional program. It also is an essential element in protecting prisoners' legal rights. Sentence computation must be thoroughly understood by all who are involved in any way with determining the correct release dates of prisoners. Incorrect computations that result in an incorrect release date could violate Article 96 of the Uniform Code of Military Justice (UCMJ) or the court-martial order that set the sentence.

The installation commander and the provost marshal exercise command and staff supervision of the computation of sentences. The facility commander ensures that selected corrections noncommissioned officers (NCOs) are trained to properly compute sentences.

Computation of sentences is governed by AR 633-30 which provides detailed guidance and procedures. The prisoner's sentence is read to him by the facility commander or a designated representative when the court-martial order that sets the sentence is received or when a court-martial order suspends a sentence or reinstates a suspended sentence. The prisoner acknowledges that the court-martial order was read to him by signing a statement entered on the order. The statement contains the date of the prisoner's acknowledgement and the name, grade, and service number of the officer who read the order. The signed order is filed in the prisoner's correctional treatment file. Computation of sentence is based on the signature of the approving authority.

1. Terminology.

a. Definitions.

Beginning Date. The date a sentence of a court-martial is adjudged; however, if a prisoner served pretrial time for the offense(s) or act(s) for which the sentence was imposed the beginning date will be administratively adjusted to reflect the time spent in pretrial confinement and any days not spent in confinement will be counted as inoperative time.

Full Term of Sentence. The entire sentence to confinement without good conduct time deductions.

Maximum Release Date. The day preceding the date determined by adding the full term of the sentence to the beginning date of the sentence.

Minimum Release Date. The maximum release date reduced by the actual number of days of good conduct time credited on the sentence and further adjusted by forfeitures of extra good conduct time, where applicable.

Good Conduct Time. Any deduction from the term of sentence for good conduct. Good conduct time earnable is determined by multiplying the number of months in the sentence by an applicable monthly rate which will be discussed later in this lesson.

Operative Time. Any period of time during which a prisoner is credited with serving a sentence to confinement. Operative time is interrupted only by inoperative time.

Inoperative Time. Any period during which a prisoner is not credited with serving his sentence.

Multiple Sentence. A prisoner has a multiple sentence when two or more sentences are standing against him.

Sentence Remission. This cancels the sentence to include all credits for good conduct time earned under the sentence and all inoperative time applicable to that sentence.

b. Abbreviations.

For the purpose of this lesson, the following abbreviations are applicable to the "examples" and "problems" in this lesson.

AdjdAdjudged
ALWAllowance
Conf.Confined, confinement
Dt.Date, dated
Dy.Duty
EGTExtra good time
Expr.Expires, expiration
Forf.Forfeit, forfeited, forfeiture
Inop.....Inoperative
Max.....Maximum
M/C.....Military Control
MGCT.....Military good conduct time
Min.Minimum
P.....Parole
PV.....Parole violator
Rel.....Release, released
Restr.....Restored, restoration
RtnReturn, returned
SentSentence, sentenced
SGT.....Statutory good time
SubqSubsequent
SuspSuspended, suspension
SvServe, served
Vac.....Vacated, vacation

2. Maximum Release Date Computation.

As explained previously, a prisoner's maximum release date is the day preceding the date determined by adding the full term of the sentence to the beginning date of the sentence. The beginning date of the sentence is always the adjudged date and is the actual date that the sentence was announced in open court. The full term of sentence is the sentence, as approved and ordered into execution, without deductions for good conduct time (time earned to reduce a sentence). Now look at the examples that compute a prisoner's maximum release date.

Example 1. Prisoner Jones was sentenced to confinement at hard labor (CHL) for 2 months, as adjudged on 17 Sep 87.

Sent Adj	1987	9	17	
Full Term		2	0 (-1)	
Max Rel Dt	1987	11	16	(16 Nov 87)

Example 2. Prisoner Johnson was sentenced to CHL for 7 months, as adjudged on 27 Sep 86.

Sent Adj	1986	9	27	
Full Term		7	0 (-1)	
Max Rel Dt	1986	16	26	
	1987	4	26	(26 Apr 87)

Example 3. Prisoner Curry was sentenced to CHL for 9 months, as adjudged on 21 May 86.

Sent Adj	1986	5	21	
Full Term		9	0 (-1)	
Max Rel Dt	1987	2	20	(20 Feb 87)

Example 4. Prisoner Klein was sentenced to 6 months CHL. He was adjudged on 4 Jun 87. He was placed in pretrial confinement on 5 Jun 87.

Pretrial Conf	1987	6	5	
Full Term		6	0 (-1)	
Max Rel Dt	1987	12	4 = 16412	
MGCT Earned				30
Min Rel Dt	1987	11	7 16382	

3. Military Good Conduct Time.

All US Army military prisoners will be credited with good conduct time at the applicable rates shown in Figure 1-1. These rates will then be used for determination of tentative minimum release date (deducting from the maximum release date the total good time allowance for the sentence, the allowance determined by multiplying the number of months in the sentence by the applicable monthly rate) and for forfeiture and withholding of good time. MGCT will be earned at the rate of--

- Five days for each month of the sentence for a sentence of less than 1 year.
- Six days for each month of the sentence for a sentence not less than 1 year and less than 3 years.
- Seven days for each month of the sentence for a sentence not less than 3 years and less than 5 years.
- Eight days for each month of the sentence for a sentence of not less than 5 years and less than 10 years.

- Ten days for each month of the sentence for a sentence of 10 years or more, excluding life.
- If the term of confinement is reduced or if an additional sentence increases the term of confinement to be served, the military good conduct time will be recomputed at the rate of abatement appropriate to the new term of confinement, provided consideration of the sentence as the aggregate is not prohibited.
- Good conduct time will be credited on a portion of a month of a sentence in accordance with Figure 1-1.

Portion of month of sentence	Less than 1 year	Not less than 1 year and less than 3 years	Not less than 3 years and less than 5 years	Not less than 5 years and less than 10	10 years and over, excluding life	Portion of month of sentence
1	0	0	0	0	0	1
2	0	0	0	0	0	2
3	0	0	0	0	1	3
4	0	0	0	1	1	4
5	0	1	1	1	1	5
6	1	1	1	1	2	6
7	1	1	1	1	2	7
8	1	1	1	2	2	8
9	1	1	2	2	3	9
10	1	2	2	2	3	10
11	1	2	2	2	3	11
12	2	2	2	3	4	12
13	2	2	3	3	4	13
14	2	2	3	3	4	14
15	2	3	3	4	5	15
16	2	3	3	4	5	16
17	2	3	3	4	5	17
18	3	3	4	4	6	18
19	3	3	4	5	6	19
20	3	4	4	5	6	20
21	3	4	4	5	7	21
22	3	4	5	5	7	22
23	3	4	5	6	7	23
24	4	4	5	6	8	24
25	4	5	5	6	8	25
26	4	5	6	6	8	26
27	4	5	6	7	9	27
28	4	5	6	7	9	28
29	4	5	6	7	9	29
30	5	6	7	8	10	30

Figure 1-1. Rate of Earning MGCT Table.

To illustrate exactly how the MGCT is determined, we will use the previous examples:

Example 1. Continued.

Prisoner Jones was sentenced to CHL for 2 months, as adjudged on 17 Sep 87. A month is considered 30 days, and in this example SPC Jones was sentenced to 2 months. Therefore, a simple multiplication of 2 months times 30 days will give us a total of 60 days. Looking at the Rate of Earnings Table, Figure 1-1, 60 days is less than 1 year so go down the appropriate column, "Less than 1 year" then to the left under "Portion of month of sentence" to 30 days. We have now determined that Prisoner Jones can acquire 5 days MGCT for each 30 days confinement for a total of 10 days.

Example 2. Continued.

Prisoner Johnson was sentenced to CHL for 7 months, as adjudged on 27 Sep 86. Seven months is also less than 1 year so by using the appropriate column, we can determine that by multiplying 7 months times 5 days, we find that Prisoner Johnson has the potential of earning 35 days MGCT.

Example 3. Continued.

Prisoner Curry was sentenced to CHL for 9 months, as adjudged on 21 May 86. To determine the MGCT, multiply 9 times 5 and we find Prisoner Curry can earn 45 days MGCT.

4. Minimum Release Date Computation.

The minimum release date is the earliest date the prisoner may be released from confinement. This date is determined by accomplishing three steps, two of which have already been explained. We have determined the maximum release date and the MGCT. With this information and using Figure 1-2, 1-3, or 1-4 we can compute a prisoner's minimum release date.

For examples in determining the computation of the minimum release date, let's again use the previous examples.

Example 1. Continued.

Prisoner Jones' maximum release date was computed to be 16 Nov 87. Go to the table indicated as Figure 1-3, which is for the year 1987, and follow down the "Day" column to 16, then across to the month of Nov. The group of numbers we find at this intersection is 16391. Now subtract the 10 days MGCT, and we arrive at a figure of 16381. We now use the same table in reverse order to find the minimum release date. Find 16381 in the table. Note the month of going up the column to the top, and also note the day by going across either to the extreme left or right. By doing this we determine that Prisoner Jones has a potential minimum release date of 6 Nov 87.

Example 2. Continued.

Prisoner Johnson has a maximum release date of 26 Apr 87. Use Figure 1-3 and convert the date to the 5-digit group of numbers. Now subtract 35 (MGCT) from 16187 and we arrive at the numbers 16152. Reverse the procedure and find 16152 in Figure 1-3. Go up the to the month and across to the day and we have now established that Prisoner Johnson's minimum release date is 22 Mar 87.

Example 3. Continued.

Prisoner Curry has a maximum release date of 20 Feb 87. This is converted in Figure 1-3 to 16122. Subtract his 45 days MGCT and we arrive at a figure of 16077. Use the reverse order and find a minimum release date of 6 Jan 87.

5. Summary.

The premature or tardy release of prisoners from confinement result in poor prisoner morale and reflects unfavorably upon the administration of confinement by the Department of the Army (DA). Further, it is imperative that the essential legal rights of the individual be protected by ensuring that he is not held beyond the proper release date. Accordingly, commanding officers of confinement facilities will exercise close and continuing command supervision over the computation of sentence expiration dates.

1986—EXPIRATION TABLE—1986													
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1.....	15707	15738	15766	15797	15827	15858	15888	15919	15950	15980	16011	16041	1
2.....	15708	15739	15767	15798	15828	15859	15889	15920	15951	15981	16012	16042	2
3.....	15709	15740	15768	15799	15829	15860	15890	15921	15952	15982	16013	16043	3
4.....	15710	15741	15769	15800	15830	15861	15891	15922	15953	15983	16014	16044	4
5.....	15711	15742	15770	15801	15831	15862	15892	15923	15954	15984	16015	16045	5
6.....	15712	15743	15771	15802	15832	15863	15893	15924	15955	15985	16016	16046	6
7.....	15713	15744	15772	15803	15833	15864	15894	15925	15956	15986	16017	16047	7
8.....	15714	15745	15773	15804	15834	15865	15895	15926	15957	15987	16018	16048	8
9.....	15715	15746	15774	15805	15835	15866	15896	15927	15958	15988	16019	16049	9
10.....	15716	15747	15775	15806	15836	15867	15897	15928	15959	15989	16020	16050	10
11.....	15717	15748	15776	15807	15837	15868	15898	15929	15960	15990	16021	16051	11
12.....	15718	15749	15777	15808	15838	15869	15899	15930	15961	15991	16022	16052	12
13.....	15719	15750	15778	15809	15839	15870	15900	15931	15962	15992	16023	16053	13
14.....	15720	15751	15779	15810	15840	15871	15901	15932	15963	15993	16024	16054	14
15.....	15721	15752	15780	15811	15841	15872	15902	15933	15964	15994	16025	16055	15
16.....	15722	15753	15781	15812	15842	15873	15903	15934	15965	15995	16026	16056	16
17.....	15723	15754	15782	15813	15843	15874	15904	15935	15966	15996	16027	16057	17
18.....	15724	15755	15783	15814	15844	15875	15905	15936	15967	15997	16028	16058	18
19.....	15725	15756	15784	15815	15845	15876	15906	15937	15968	15998	16029	16059	19
20.....	15726	15757	15785	15816	15846	15877	15907	15938	15969	15999	16030	16060	20
21.....	15727	15758	15786	15817	15847	15878	15908	15939	15970	16000	16031	16061	21
22.....	15728	15759	15787	15818	15848	15879	15909	15940	15971	16001	16032	16062	22
23.....	15729	15760	15788	15819	15849	15880	15910	15941	15972	16002	16033	16063	23
24.....	15730	15761	15789	15820	15850	15881	15911	15942	15973	16003	16034	16064	24
25.....	15731	15762	15790	15821	15851	15882	15912	15943	15974	16004	16035	16065	25
26.....	15732	15763	15791	15822	15852	15883	15913	15944	15975	16005	16036	16066	26
27.....	15733	15764	15792	15823	15853	15884	15914	15945	15976	16006	16037	16067	27
28.....	15734	15765	15793	15824	15854	15885	15915	15946	15977	16007	16038	16068	28
29.....	15735	xxxxx	15794	15825	15855	15886	15916	15947	15978	16008	16039	16069	29
30.....	15736	xxxxx	15795	15826	15856	15887	15917	15948	15979	16009	16040	16070	30
31.....	15737	xxxxx	15796	xxxxx	15857	xxxxx	15918	15949	xxxxx	16010	xxxxx	16071	31

Figure 1-2. Table of Consecutive Days for 1986.

1987—EXPIRATION TABLE—1987													
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1.....	16072	16103	16131	16162	16192	16223	16253	16284	16315	16345	16376	16406	1
2.....	16073	16104	16132	16163	16193	16224	16254	16285	16316	16346	16377	16407	2
3.....	16074	16105	16133	16164	16194	16225	16255	16286	16317	16347	16378	16408	3
4.....	16075	16106	16134	16165	16195	16226	16256	16287	16318	16348	16379	16409	4
5.....	16076	16107	16135	16166	16196	16227	16257	16288	16319	16349	16380	16410	5
6.....	16077	16108	16136	16167	16197	16228	16258	16289	16320	16350	16381	16411	6
7.....	16078	16109	16137	16168	16198	16229	16259	16290	16321	16351	16382	16412	7
8.....	16079	16110	16138	16169	16199	16230	16260	16291	16322	16352	16383	16413	8
9.....	16080	16111	16139	16170	16200	16231	16261	16292	16323	16353	16384	16414	9
10.....	16081	16112	16140	16171	16201	16232	16262	16293	16324	16354	16385	16415	10
11.....	16082	16113	16141	16172	16202	16233	16263	16294	16325	16355	16386	16416	11
12.....	16083	16114	16142	16173	16203	16234	16264	16295	16326	16356	16387	16417	12
13.....	16084	16115	16143	16174	16204	16235	16265	16296	16327	16357	16388	16418	13
14.....	16085	16116	16144	16175	16205	16236	16266	16297	16328	16358	16389	16419	14
15.....	16086	16117	16145	16176	16206	16237	16267	16298	16329	16359	16390	16420	15
16.....	16087	16118	16146	16177	16207	16238	16268	16299	16330	16360	16391	16421	16
17.....	16088	16119	16147	16178	16208	16239	16269	16300	16331	16361	16392	16422	17
18.....	16089	16120	16148	16179	16209	16240	16270	16301	16332	16362	16393	16423	18
19.....	16090	16121	16149	16180	16210	16241	16271	16302	16333	16363	16394	16424	19
20.....	16091	16122	16150	16181	16211	16242	16272	16303	16334	16364	16395	16425	20
21.....	16092	16123	16151	16182	16212	16243	16273	16304	16335	16365	16396	16426	21
22.....	16093	16124	16152	16183	16213	16244	16274	16305	16336	16366	16397	16427	22
23.....	16094	16125	16153	16184	16214	16245	16275	16306	16337	16367	16398	16428	23
24.....	16095	16126	16154	16185	16215	16246	16276	16307	16338	16368	16399	16429	24
25.....	16096	16127	16155	16186	16216	16247	16277	16308	16339	16369	16400	16430	25
26.....	16097	16128	16156	16187	16217	16248	16278	16309	16340	16370	16401	16431	26
27.....	16098	16129	16157	16188	16218	16249	16279	16310	16341	16371	16402	16432	27
28.....	16099	16130	16158	16189	16219	16250	16280	16311	16342	16372	16403	16433	28
29.....	16100	xxxxx	16159	16190	16220	16251	16281	16312	16343	16373	16404	16434	29
30.....	16101	xxxxx	16160	16191	16221	16252	16282	16313	16344	16374	16405	16435	30
31.....	16102	xxxxx	16161	xxxxx	16222	xxxxx	16283	16314	xxxxx	16375	xxxxx	16436	31

1988—EXPIRATION TABLE—1988													
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1.....	16437	16468	16497	16528	16558	16589	16619	16650	16681	16711	16742	16772	1
2.....	16438	16469	16498	16529	16559	16590	16620	16651	16682	16712	16743	16773	2
3.....	16439	16470	16499	16530	16560	16591	16621	16652	16683	16713	16744	16774	3
4.....	16440	16471	16500	16531	16561	16592	16622	16653	16684	16714	16745	16775	4
5.....	16441	16472	16501	16532	16562	16593	16623	16654	16685	16715	16746	16776	5
6.....	16442	16473	16502	16533	16563	16594	16624	16655	16686	16716	16747	16777	6
7.....	16443	16474	16503	16534	16564	16595	16625	16656	16687	16717	16748	16778	7
8.....	16444	16475	16504	16535	16565	16596	16626	16657	16688	16718	16749	16779	8
9.....	16445	16476	16505	16536	16566	16597	16627	16658	16689	16719	16750	16780	9
10.....	16446	16477	16506	16537	16567	16598	16628	16659	16690	16720	16751	16781	10
11.....	16447	16478	16507	16538	16568	16599	16629	16660	16691	16721	16752	16782	11
12.....	16448	16479	16508	16539	16569	16600	16630	16661	16692	16722	16753	16783	12
13.....	16449	16480	16509	16540	16570	16601	16631	16662	16693	16723	16754	16784	13
14.....	16450	16481	16510	16541	16571	16602	16632	16663	16694	16724	16755	16785	14
15.....	16451	16482	16511	16542	16572	16603	16633	16664	16695	16725	16756	16786	15
16.....	16452	16483	16512	16543	16573	16604	16634	16665	16696	16726	16757	16787	16
17.....	16453	16484	16513	16544	16574	16605	16635	16666	16697	16727	16758	16788	17
18.....	16454	16485	16514	16545	16575	16606	16636	16667	16698	16728	16759	16789	18
19.....	16455	16486	16515	16546	16576	16607	16637	16668	16699	16729	16760	16790	19
20.....	16456	16487	16516	16547	16577	16608	16638	16669	16700	16730	16761	16791	20
21.....	16457	16488	16517	16548	16578	16609	16639	16670	16701	16731	16762	16792	21
22.....	16458	16489	16518	16549	16579	16610	16640	16671	16702	16732	16763	16793	22
23.....	16459	16490	16519	16550	16580	16611	16641	16672	16703	16733	16764	16794	23
24.....	16460	16491	16520	16551	16581	16612	16642	16673	16704	16734	16765	16795	24
25.....	16461	16492	16521	16552	16582	16613	16643	16674	16705	16735	16766	16796	25
26.....	16462	16493	16522	16553	16583	16614	16644	16675	16706	16736	16767	16797	26
27.....	16463	16494	16523	16554	16584	16615	16645	16676	16707	16737	16768	16798	27
28.....	16464	16495	16524	16555	16585	16616	16646	16677	16708	16738	16769	16799	28
29.....	16465	16496	16525	16556	16586	16617	16647	16678	16709	16739	16770	16800	29
30.....	16466	xxxxx	16526	16557	16587	16618	16648	16679	16710	16740	16771	16801	30
31.....	16467	xxxxx	16527	xxxxx	16588	xxxxx	16649	16680	xxxxx	16741	xxxxx	16802	31

Figure 1-3. Table of Consecutive Days for 1987 and 1988.

1989--EXPIRATION TABLE--1989													
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1.....	16803	16834	16862	16893	16923	16954	16984	17015	17046	17076	17107	17137	1
2.....	16804	16835	16863	16894	16924	16955	16985	17016	17047	17077	17108	17138	2
3.....	16805	16836	16864	16895	16925	16956	16986	17017	17048	17078	17109	17139	3
4.....	16806	16837	16865	16896	16926	16957	16987	17018	17049	17079	17110	17140	4
5.....	16807	16838	16866	16897	16927	16958	16988	17019	17050	17080	17111	17141	5
6.....	16808	16839	16867	16898	16928	16959	16989	17020	17051	17081	17112	17142	6
7.....	16809	16840	16868	16899	16929	16960	16990	17021	17052	17082	17113	17143	7
8.....	16810	16841	16869	16900	16930	16961	16991	17022	17053	17083	17114	17144	8
9.....	16811	16842	16870	16901	16931	16962	16992	17023	17054	17084	17115	17145	9
10.....	16812	16843	16871	16902	16932	16963	16993	17024	17055	17085	17116	17146	10
11.....	16813	16844	16872	16903	16933	16964	16994	17025	17056	17086	17117	17147	11
12.....	16814	16845	16873	16904	16934	16965	16995	17026	17057	17087	17118	17148	12
13.....	16815	16846	16874	16905	16935	16966	16996	17027	17058	17088	17119	17149	13
14.....	16816	16847	16875	16906	16936	16967	16997	17028	17059	17089	17120	17150	14
15.....	16817	16848	16876	16907	16937	16968	16998	17029	17060	17090	17121	17151	15
16.....	16818	16849	16877	16908	16938	16969	16999	17030	17061	17091	17122	17152	16
17.....	16819	16850	16878	16909	16939	16970	17000	17031	17062	17092	17123	17153	17
18.....	16820	16851	16879	16910	16940	16971	17001	17032	17063	17093	17124	17154	18
19.....	16821	16852	16880	16911	16941	16972	17002	17033	17064	17094	17125	17155	19
20.....	16822	16853	16881	16912	16942	16973	17003	17034	17065	17095	17126	17156	20
21.....	16823	16854	16882	16913	16943	16974	17004	17035	17066	17096	17127	17157	21
22.....	16824	16855	16883	16914	16944	16975	17005	17036	17067	17097	17128	17158	22
23.....	16825	16856	16884	16915	16945	16976	17006	17037	17068	17098	17129	17159	23
24.....	16826	16857	16885	16916	16946	16977	17007	17038	17069	17099	17130	17160	24
25.....	16827	16858	16886	16917	16947	16978	17008	17039	17070	17100	17131	17161	25
26.....	16828	16859	16887	16918	16948	16979	17009	17040	17071	17101	17132	17162	26
27.....	16829	16860	16888	16919	16949	16980	17010	17041	17072	17102	17133	17163	27
28.....	16830	16861	16889	16920	16950	16981	17011	17042	17073	17103	17134	17164	28
29.....	16831	xxxxx	16890	16921	16951	16982	17012	17043	17074	17104	17135	17165	29
30.....	16832	xxxxx	16891	16922	16952	16983	17013	17044	17075	17105	17136	17166	30
31.....	16833	xxxxx	16892	xxxxx	16953	xxxxx	17014	17045	xxxxx	17106	xxxxx	17167	31

1990--EXPIRATION TABLE--1990													
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1.....	17168	17199	17227	17258	17288	17319	17349	17380	17411	17441	17472	17502	1
2.....	17169	17200	17228	17259	17289	17320	17350	17381	17412	17442	17473	17503	2
3.....	17170	17201	17229	17260	17290	17321	17351	17382	17413	17443	17474	17504	3
4.....	17171	17202	17230	17261	17291	17322	17352	17383	17414	17444	17475	17505	4
5.....	17172	17203	17231	17262	17292	17323	17353	17384	17415	17445	17476	17506	5
6.....	17173	17204	17232	17263	17293	17324	17354	17385	17416	17446	17477	17507	6
7.....	17174	17205	17233	17264	17294	17325	17355	17386	17417	17447	17478	17508	7
8.....	17175	17206	17234	17265	17295	17326	17356	17387	17418	17448	17479	17509	8
9.....	17176	17207	17235	17266	17296	17327	17357	17388	17419	17449	17480	17510	9
10.....	17177	17208	17236	17267	17297	17328	17358	17389	17420	17450	17481	17511	10
11.....	17178	17209	17237	17268	17298	17329	17359	17390	17421	17451	17482	17512	11
12.....	17179	17210	17238	17269	17299	17330	17360	17391	17422	17452	17483	17513	12
13.....	17180	17211	17239	17270	17300	17331	17361	17392	17423	17453	17484	17514	13
14.....	17181	17212	17240	17271	17301	17332	17362	17393	17424	17454	17485	17515	14
15.....	17182	17213	17241	17272	17302	17333	17363	17394	17425	17455	17486	17516	15
16.....	17183	17214	17242	17273	17303	17334	17364	17395	17426	17456	17487	17517	16
17.....	17184	17215	17243	17274	17304	17335	17365	17396	17427	17457	17488	17518	17
18.....	17185	17216	17244	17275	17305	17336	17366	17397	17428	17458	17489	17519	18
19.....	17186	17217	17245	17276	17306	17337	17367	17398	17429	17459	17490	17520	19
20.....	17187	17218	17246	17277	17307	17338	17368	17399	17430	17460	17491	17521	20
21.....	17188	17219	17247	17278	17308	17339	17369	17400	17431	17461	17492	17522	21
22.....	17189	17220	17248	17279	17309	17340	17370	17401	17432	17462	17493	17523	22
23.....	17190	17221	17249	17280	17310	17341	17371	17402	17433	17463	17494	17524	23
24.....	17191	17222	17250	17281	17311	17342	17372	17403	17434	17464	17495	17525	24
25.....	17192	17223	17251	17282	17312	17343	17373	17404	17435	17465	17496	17526	25
26.....	17193	17224	17252	17283	17313	17344	17374	17405	17436	17466	17497	17527	26
27.....	17194	17225	17253	17284	17314	17345	17375	17406	17437	17467	17498	17528	27
28.....	17195	17226	17254	17285	17315	17346	17376	17407	17438	17468	17499	17529	28
29.....	17196	xxxxx	17255	17286	17316	17347	17377	17408	17439	17469	17500	17530	29
30.....	17197	xxxxx	17256	17287	17317	17348	17378	17409	17440	17470	17501	17531	30
31.....	17198	xxxxx	17257	xxxxx	17318	xxxxx	17379	17410	xxxxx	17471	xxxxx	17532	31

Figure 1-4. Table of Consecutive Days 1989 and 1990.

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Lesson 1

PRACTICE EXERCISE

The following questions are multiple choice and/or true/false. You are to select the one that is correct. Show your choice by **CIRCLING** the letter beside the correct choice directly on the page. This is a self-graded lesson exercise. Do not look up the correct answer from the lesson solution sheet until you have finished. To do so will endanger your ability to learn this material. Also, your final examination score will tend to be lower than if you had not followed this recommendation.

1. A prisoner was placed into pretrial confinement 7 May 1987, went to trial 11 May 1987, was convicted, and his sentence was announced in open court on 13 May 1987. The following day (14 May 1987), the convening authority reviewed the proceedings, approved the sentence, and ordered it into execution. The prisoner's sentence to confinement will be computed from what day?

- A. 7 May 1987.
- B. 11 May 1987.
- C. 13 May 1987.
- D. 14 May 1987.

2. Compute a maximum release date for the following sentence. Prisoner Alfa was sentenced to a full term of 3 months confinement. His sentence was adjudged on 2 June 1987. Prisoner Alfa's maximum release date is:

- A. 17 August 1987.
- B. 27 August 1987.
- C. 1 September 1987.
- D. 2 September 1987.

3. Prisoner Johnson has been sentenced to 10 years confinement. How many days of good conduct time in abatement of his sentence will Prisoner Johnson accrue on a monthly basis?

- A. 7 days per month.
- B. 8 days per month.
- C. 9 days per month.
- D. 10 days per month.

LESSON 1

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>	<u>Correct Answer and Feedback</u>
1.	C. 13 May 1987. The beginning... (page 1-3, para 2)
2.	C. 1 September 1987. Example 1. (page 1-3, para 2, example 1)
3.	D. 10 days per month. Ten days for... (page 1-5, para 3, bullet 5)

LESSON 2

PRISONER STRENGTH ACCOUNTABILITY

Critical Tasks: 191-383-3370
191-383-3373
191-383-3374
191-383-3379
191-384-4387
191-384-4413

OVERVIEW

LESSON DESCRIPTION:

In this lesson you will learn to prepare the correctional forms and records that are used to report strength and accountability in a confinement facility.

TERMINAL LEARNING OBJECTIVE:

ACTION: Prepare correctional reports and forms.

CONDITION: You will have this subcourse, paper and pencil.

STANDARD: To demonstrate competency of this task you must achieve a score of 70 percent on the subcourse examination.

REFERENCES: The material contained in this lesson was derived from the following publications: AR 190-47 and FM 1960.

INTRODUCTION

In the US Army, as in other agencies of the government, we are required to maintain and report certain financial and personnel data. A confinement facility is no exception to the rule and must acquire and maintain personnel data in the form of strength and accountability. Although the bulk of strength and accountability forms and records are prepared by the prisoner administrative services branch, all correctional personnel are responsible for contributing information so that accurate records can be maintained by the prisoner's administrative services branch. Once the prisoner strength and accountability figures are compiled in an orderly manner, the confinement facility commander and his staff are able to efficiently administer the facility in the interests of

military justice. Therefore, your accurate reporting of strength and accountability contributes to the overall efficiency of the confinement facility in which you serve.

1. Preparation of Forms and Records.

Forms and records prescribed for administration and operation of a confinement facility must be prepared and maintained with accuracy, thoroughness, and attention to detail. There are two means available to maintain prisoner strength accountability. The first is the correctional reporting system (CRS) and the latter is the DD Form 506 (Daily Record of Prisoners).

a. Correctional Reporting System.

CRS provides information for the confinement facility commander on new prisoners, currently confined prisoners, departed prisoners, and a monthly summary report of confinement facility activity data. The system produces a series of rosters and reports based on information derived from the Confinement Order, Prisoner Release Order, Prisoner Personal History Record, and the prisoner's 201 file. CRS is a "stand-alone" system meaning it operates completely separate from other Military Police Management Information System (MPMIS) subsystems. It is not complicated or difficult to operate and provides information that is extremely useful for prisoner accountability, counseling, correctional treatment programs, and health and welfare. To remain useful, however, information fed into CRS must be accurate and timely.

b. Data Base.

The data base or master file is generated by information taken from DA records and forms. The correctional reporting system master file is supported by several source documents, among them DD Form 497 (Confinement Order), DD Form 367 (Prisoner Release Order), and DD Form 498 (Prisoner's Personal History File). The CRS contains 23 elements of information pertaining to each military prisoner confined in Army confinement facilities. Data is generated at the installation level by name and quarterly profile data is subsequently provided to major Army commands (MACOMs) and DA.

- A daily four-part prisoner status roster which provides, by name, rosters which include social security number (SSN), grade, component, race, religion, marital status, education level, and offense for which confined:
 - Part 1 provides a history of all prisoners confined in the last 24 hours and shows totals by status (such as detained pretrial, sentence, adjudged, and officer prisoner).
 - Part 2 shows descriptive data on each prisoner on the master file along with summary data for the entire population.
 - Part 3 lists all prisoners that departed the facility in the past 24 hours and lists their disposition.

- Part 4 indicates those individuals in pretrial confinement in excess of 25 days.
- A monthly status roster showing, by name, all prisoner confined or released for the reporting period. The report shows detailed information including totals by armed service, race, status, disposition, and parent unit designation.
- The monthly confinement operation report shows, less names, summary data such as total by types of separation and average daily number in pretrial less than 25, 55, or 80 days.
- The quarterly confinement population report produces a grouping of both current and past prisoner population processed during the report quarter. The report illustrates prisoner profiles by type of offense, prisoner status, sex, and race.

Retention and Disposition of Records. Records are deleted from the CRS master file upon the prisoner's release from confinement. All elements of information pertaining to the prisoner, however, are posted to a corrections history file which produces the quarterly prisoner profile report. The information may remain in this file up to three years.

User Access. Users must state what limits will be placed on access to personnel information in the CRS system of records to assure they are accessed only by those individuals whose duties require them to use the information. The following information is provided to assist users in establishing these limits:

- Defense security information. There must be no classified information on CRS.
- Invasion of individual privacy. Unauthorized release of elements of data in CRS would constitute an invasion of individual privacy under the Privacy Act of 1974.

Access to the data base will be restricted to those with a need to know. Such personnel will be identified and a roster maintained by a MPMIS control officer designated by the senior law enforcement officer at each installation.

Access to the actual master file will be controlled by a "systems control card." This card will be prepared for each specific entry to the master file and unique originator cards will be required. Instructions for creating and using the control card will be maintained at only two locations--the installation provost marshal's office (PMO) and the information systems office. Individuals having access will be placed on a roster maintained by the MPMIS control officer.

Output information (hard copy) will be controlled from one central location (PMO) by standard operating procedure (SOP). Internal controls for the output will be established at both pickup and deliver points. Only personnel designated by the MPMIS control officer will receive output.

All hard-copy material will be placed in an area where it may be used only by authorized personnel; it will not be exposed or provided for public use. Under no circumstances will a hard-copy rendering of the output be used or offered outside the military corrections or confinement channels.

An SOP will be developed to reflect the protection policies of both this plan and AR 190-45. Essentially, the SOP will prescribe procedures for monitoring the personnel data from completion of the source document until the individual name is dropped from the CRS files.

Each individual involved in CRS will be given an orientation referring to the sensitivity of personnel information, the obligation to properly protect documents, and personal liability for violation of the Privacy Act.

Once file retention criteria has been met, outdated versions of CRS reports will be destroyed in such a manner to make the contents unusable (burning, pulping, shredding). Under no circumstances will CRS output be discarded as ordinary trash.

2. Forms.

a. DD Form 506 (The Daily Strength Record of Prisoners).

DD Form 506, when used, is the confinement facility's morning report. The DD Form 506 is a daily form prepared in triplicate that covers a 24-hour period (0001-2400). The original copy is forwarded to the installation commander, an information copy is sent to the installation judge advocate, and one copy is retained on file at the confinement facility. With a basic knowledge of prisoner statuses, you, the corrections NCO, should have no trouble in completing the DD Form 506 with accuracy. (See Figure 2-1.) The DD Form 506 is prepared as follows:

- Section I - Part A - Gains will reflect persons confined during a 24-hour period or received on transfer from other confinement facilities.
- Section I - Part B - Losses will reflect losses during the 24-hour period by release, transfer, death, escape, or other action.
- Section I - Part C - Changes will reflect changes of each prisoner during a 24-hour period. This includes status, sickness in hospital, return from hospital, and other actions.
- Section II - Summary, The Brought Forward Column (Column b) will contain figures from Column e of the previous days' DD Form 506. The total number of prisoners, Column e, is equal to the brought forward entries, column b, plus the entries of gains, Column c, minus the entries of losses, column d. In other words, $e = (b + c) - d$. The total present, Column o, is equal to the total in the hospital, Column m, plus the total in the confinement facility, Column n. Thus, $o = m + n$. Army "mathematics" is not only easy but it is also fun.

If you discover an error in the previous days' strength report, you must make a statement of correction in Section I, Part C, of the current day's DD Form 506. For example, on 5 October 1987, you discover a mistake on the DD Form 506 of 4 October 1987, you would make the correction in Part C, section I of the 5 October 1987 strength report.

b. DA Form 3997 (Military Police Desk Blotter).

The confinement facility blotter is a daily chronological record of confinement or correctional facility activity. It is maintained on a DA Form 3997 at all facilities. (See Figure 2-2.) The DA Form 3997 is the identical form used by the military police desk sergeant at a military police station. The facility blotter will provide a record of activities at the facility and will include, as a minimum, the following events:

- Head counts, bed checks, and roll calls.
- Staff visits and inspections.
- Any incident concerning an improper performance of duty by any person assigned or detailed to the confinement facility.
- Tests of emergency plans.
- Fires, escapes, riots, disorders, suicides, serious self-inflicted wounds, and other incidents.
- Each change of relief of guards.
- Any information deemed of value by the confinement facility commander.

DAILY STRENGTH RECORD OF PRISONERS				ENDING 2400 (Day-Month-Year) 31 May 1985		PAGE 1 OF 1 PAGES	
CONFINEMENT FACILITY Fort Blank Confinement Facility				INSTALLATION OR LOCATION Fort Blank, MO 65473			
SECTION 1 - PART A - GAINS							
PRISONER (Name and Organization)	GRADE	SERVICE NUMBER/ SOCIAL SECURITY ACCOUNT NUMBER	MIL DEPT	STATUS	CUSTODY GRADE	UCMJ ARTICLE VIOLATED AND OFFENSE	CONFINED BY (Name, Grade and Organization)
a	b	c	d	e	f	g	h
MOSES, Ralph L Co A, 1 st Bn, 13 th Cav Div	E1	570-22-1777	Army	Det	Med	Article 86 AWOL	CPT JOE E. SMITH Co A, 1 st Bn, 13 th Cav div
ARMOUR, Daniel B. 16 th Med Bn, Ft DAN, AL	E1	772-01-3665	Army	Det	Med	Article 86 AWOL	CPT RANDELL P. STOCKS 16 th Med Bn, Ft Dan, AL

DD FORM 506
1 FEB 68

REPLACES EDITION OF 1 NOV 62, WHICH IS OBSOLETE

Figure 2-1. Example of DD Form 506 (Front)

PART B - LOSSES																			
PRISONER (Name and Organization) a	GRADE b	SERVICE NUMBER/ SOCIAL SECURITY ACCOUNT NUMBER c	MIL DEPT d	STATUS e	CUSTODY GRADE f	REMARKS (Released, died, escaped, transferred, etc.) g													
ROBERTS, Victor F., Co D, 12th Bn, Tng Bde	E1	428-31-1876	Army	Sent	Med	Transferred to USDB -SO 106 dtd 26 May 85													
PART C - CHANGES																			
PRISONER (Name and Organization) a	GRADE b	SERVICE NUMBER/ SOCIAL SECURITY ACCOUNT NUMBER c	MIL DEPT d	REMARKS (Show changes in status, custody grade, sick in hospital)															
JACKSON, Peter S., Co B, 1st Bn, Tng Bde	E1	245-17-1876	Army	From Detained Medium to Adjudged medium															
SECTION II - SUMMARY																			
STATUS OF PRISONERS a	BROUGHT FORWARD b	GAINS c	LOSSES d	TOTAL PRISONERS				ABSENT			PRESENT			ESCAPED-PAROLE VIOLATIONS (Report only on last day of each month.)					
				NUMBER (b+c-d) e	INSTL PAROLEE f	MIN g	MED h	MAX i	TEMP PAROLE j	OTHER k	TOTAL (j+k) l	HOS- PITAL m	CNF n	TOTAL (m+n) o	PERIOD p	ESCAPED FAC q GUARDS r		PAROLE VIOLATION S s	
OFFICER	1			1			1							1	1				
DETAINED	2	2	1	3			3							3	3	1-31 May	0	0	0
ADJUDGED	1	1		2			2							2	2				
SENTENCE D	5		1	4			4							4	4				
TOTAL	9	3	2	10			1	9						10	10		0	0	0
NAME AND GRADE OF CORRECTIONAL OFFICER (Print or Type) MICKEY T. DENSON, MAJ, MP										SIGNATURE OF CORRECTIONAL OFFICER Mickey T. Denson, Maj, MP									

Figure 2-1 (continued). Example of DD Form 506 (Back).

c. DD Form 515 (Roster of Prisoners).

DD Form 515 must be prepared at confinement facilities as of 2400 hours the last day of each month. (See Figure 2-3.) The DD Form 515 is a supplement of the DD Form 506 already discussed in this lesson. The DD Form 515 lists, alphabetically, the names of all prisoners in confinement. The names of prisoners subsequently confined after the alphabetical listing will be added to the list in order in which they were confined. For each 24-hour confinement period during which a prisoner is admitted into confinement, there must be a confinement date listed above the names of the new confinees. Entries in the SENTENCE column will be made as soon as the information becomes available.

When a prisoner transfers, escapes, dies, or is released, notation in the REMARKS column will be made with the date and authority (if applicable). Obviously, no authority is included on a death or an escape. The confinement facility commander must line out and initial each prisoner's name after his departure.

Obviously, the MINIMUM RELEASE DATE column will reflect the minimum release date. It should be written in pencil to facilitate changes. When applicable, orders modifying a sentence and forfeiture or restoration of good conduct will be entered in the REMARKS column with the paragraph, special orders number, and the headquarters.

ROSTER OF PRISONERS						MONTH AND YEAR May 1995	PAGE 1 OF 1 PAGES
CONFINEMENT FACILITY Army Confinement Facility, Fort Blank, MO 65473							
LINE NR.	LAST NAME - FIRST NAME MIDDLE INITIAL	SERVICE NUMBER/ SSAN	ARMY NAVY USAF USMC	SENTENCE		MINIMUM RELEASE DATE	REMARKS (Date released, transferred, etc., and authority)
				TERM OF CONFI	TYPE DISCH		
1	ABBAOT, Sam J.	311-77-4321	Army	8 Mo	BC	9 Dec 95	
2	BAILEY, Jim C.	332-75-9753	USAF				Trf to Lackland, AFB San Antonio, TX 3 May 95
3	BULLOCK, William A.	423-71-1961	Army	3 Yrs	D	19 Sep 97	
4	CRADDOCK, David G.	716-12-1877	Army				
5	DAVID, David A.	416-60-1979	Army	8 Mo	BC	11 Dec 95	
6	FRANKLIN, Alan L.	332-30-2972	USAF				Trf to Lackland, AFB San Antonio, TX 3 May 95
7	HILL, Mike K.	297-51-8191	Army	2 Yrs	D	8 Dec 96	Trf to USDB, Ft Leavenworth, KS 5 May 95
8	HILL, Norman P.	319-65-3315	Army				Confinement no longer deemed necessary 3May95
9	JACKSON, Peter S.	345-17-1876	Army	2 Mo		20 Jul 95	
10	LAMY, Frank T.	516-71-1476	Army				Confinement no longer deemed necessary 3May95
11	MCCOY, Ronald	349-11-8190	USAF				Trf to Lackland, AFB San Antonio, TX 7 May 95
12	NOLAN, Marvin B.	246-77-5543	Army	6 Mo		27 Sep 95	Trf to USARB, Ft Riley, KS 5 May 95
13	O'NEAL, Ken D.	338-52-1776	Army				
14	ROBERTS, Victor	438-31-1876	Army	2 Yrs	BC	9 Dec 96	Trf to USDB, Ft Leavenworth, KS 31 May 95
15	SMITH, Wayne V.	570-11-1777	Army	1 Yr	BC	11 Mar 96	
16	TURLEY, Fred E.	416-41-5161	Army				Confinement no longer deemed necessary 3May95
	2 May 1995						
17	CURLEY, Peter B.	999-44-7788	Army	1 Yr	D	11 Mar 96	
	31 May 1995						
18	MOSES, Ralph	570-22-1775	Army				
19	ARMOUR, Daniel B.	773-01-3665	Army				

DD FORM 515
1 DEC 89

REPLACES EDITION OF 1 MAY 91, WHICH IS OBSOLETE

*U.S. GOVERNMENT PRINTING OFFICE - 1969 / 343-784 / 482

Figure 2-3. Example of DD Form 515.

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LESSON 2

PRACTICE EXERCISE

The following questions are multiple choice and/or true/false. You are to select the one that is correct. Show your choice by CIRCLING the letter beside the correct choice directly on the page. This is a self-graded lesson exercise. Do not look up the correct answer from the lesson solution sheet until you have finished. To do so will endanger your ability to learn this material. Also, your final examination score will tend to be lower than if you had not followed this recommendation.

1. Which of the following type of information IS NOT provided to the confinement facility commander by the Correctional Reporting System (CRS)?
 - A. Departing prisoners.
 - B. Currently confined prisoners.
 - C. Prisoners intransit to the facility.
 - D. New prisoners.
2. CRS reports are based on the information derived from all of the following except:
 - A. release order.
 - B. prisoner's unit commander.
 - C. confinement order.
 - D. prisoner's 201 file.
3. The CRS has the ability to contain _____ elements of information pertaining to each prisoner confined.
 - A. 10.
 - B. 13.
 - C. 23.
 - D. 30.
4. Which of the following IS NOT entered into the confinement facility blotter?
 - A. Escapes.
 - B. Guard AWOL from unit.
 - C. Test of emergency plans.
 - D. Disorders.

5. If an error is discovered in the previous day's strength report, you must make a correction in Section I, Part C, of the current day's:

- A. DA Form 506.
- B. DA Form 515.
- C. DD Form 506.
- D. DD Form 515.

LESSON 2

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>		<u>Correct Answer and Feedback</u>
1.	C.	Prisoners intransit to the facility. CRS provides... (page 2-2, para 1a)
2.	B.	Prisoner's unit commander. The system produces... (page 2-2, para 1a)
3.	C.	23. The CRS contains... (page 2-2, para 1b)
4.	B.	Guard AWOL from unit. The facility blotter... (page 2-5, para 2b)
5.	C.	DD Form 506. If you discover... (page 2-5, para 2a)

LESSON 3

PRISONER RECREATION AND WELFARE PROGRAMS

Critical Task: None

OVERVIEW

LESSON DESCRIPTION:

In this lesson you will learn to: properly supervise and observe prisoner recreational and welfare activities; determine the need and purpose of such activities and their role in the correctional treatment program.

TERMINAL LEARNING OBJECTIVE:

ACTION: Implement, observe and supervise a prisoner recreation and welfare program.

CONDITION: You will have this subcourse, paper and pencil.

STANDARD: To demonstrate knowledge of this task you must achieve a score of 70 percent on the subcourse examination.

REFERENCES: The material in this lesson was derived from the following publication: FM 19-60.

INTRODUCTION

Experience indicates the majority of facility disorders are planned or instigated during prisoners' unprogrammed time. It is with this in mind that the facility must provide, as an integral part of the correctional treatment program, recreational and welfare activities that are intended to constructively occupy the prisoners' leisure time and to fill the gaps between details, training, and administrative activities that comprise the schedule. The provision for free time for prisoners is one of the essential elements of successful correctional treatment.

Corrections supervisors and NCOs have closer supervisory contact over prisoners than other personnel of the facility staff. As a result, they are in a much better position to observe the individual prisoner's personality and adjustment problems than are other facility personnel. Problems are more often exhibited during the time prisoners participate in recreational activities. Intelligent observations of prisoners' activity during their leisure time greatly assist the

commander and his staff in evaluating individual prisoners and encouraging prisoners' response to correctional treatment.

The daily routine of training and administrative activities presents a demanding schedule upon the prisoner. As a result, prisoners develop tension, boredom, and frustrations which, if allowed to remain unchecked, seriously hamper correctional treatment efforts. Therefore, leisure time which prisoners might spend in activities detrimental to custody and control must be occupied with directed, supervised functions designed to relieve prisoners of their anxieties and aid in successful correctional treatment.

The purpose of the recreational and welfare program, therefore, is to occupy the prisoner's limited amount of leisure time with constructive activities which allow the prisoner time to relax and pursue individual interests. As a result of these activities, most prisoners adjust to confinement quickly increasing the possibility of a successful correctional treatment program. Prisoners should be encouraged to develop further off-duty interests that will occupy their leisure time with constructive activities and better prepare them for return to military duty or civilian life.

A comprehensive recreational and welfare program should be established to provide, guide, and direct leisure activities for all prisoners. The program should include provisions for participation in educational programs and physical recreational facilities. It should provide magazines, books, radios, televisions, and hobby shops. Other facilities and equipment should be added as they become available. In cases in which mentally deficient prisoners (low IQ) are involved, the mental hygiene service should be consulted for appropriate recreational activities for these prisoners. The participation of prisoners in recreational activities is not limited except that prisoners in disciplinary segregation may not participate. They are, however, permitted to benefit from welfare programs. Those prisoners in administrative segregation, even though in close confinement, should not be limited in their participation in all activities of the program.

1. Recreational Activities.

Recreational activities should be available to prisoners on a regular basis. The organized participation of prisoners in recreational activities improves the effectiveness of the correctional treatment program by helping reduce prisoner tensions developed under the stress of confinement.

Organized competitive athletics such as volleyball, softball, touch football, and similar sports that call for team effort should be made available. These activities aid in the bodily development and physical well-being of prisoners. They also aid in the development of acceptable social attitudes and adjustment to the military way of life. Those sports involving teams must also be supervised to prevent clashes among prisoners due to loss of temper. The following agencies are sources of equipment for use in athletic programs:

- Special services may provide athletic equipment and material.

- The post engineer provides recreational facilities and installs athletic equipment.

a. Hobbies.

Skills and interests may be developed through hobbies such as work with leather, plastic, metal, and wood. These are wholesome tension-reducing activities and are limited only by the availability of facilities, resources, and imagination of the confinement facility staff. As with all tools and materials, those used for hobbies must be strictly controlled when not in use. Hobby material may be obtained through the installation special services activity.

b. Dayroom Facilities.

The dayroom should be made available to all prisoners, with the exception of those in disciplinary segregation. It should be tastefully furnished and decorated to present a relaxed and informal atmosphere. Magazines, books (in the form of a facility library), games, radio, television, and movie equipment should be provided for the prisoners.

Books and magazines must be approved by the commander. As a matter of custody management, the commander should review all such material and select only that which will be in the best interest of the prisoner. The magazines and books authorized in the dayroom should be interesting and wholesome; magazines and books which contain off-color and inflammatory matter or pertain to criminal acts should not be authorized. Normally, magazines may be obtained from open messes and libraries or purchased through the prisoner morale support fund. Prisoners will be permitted to subscribe to newspapers, periodicals, and magazines approved by the facility commander. However, these items must be received directly from the publisher.

In areas where reception is favorable, a television should be provided for the dayroom. Otherwise, a radio should be provided for entertainment. In either instance, strict control over the operation of the television or radio must be maintained to minimize friction among prisoners relative to the selection of programs. Central control should be installed, if possible, and volume knobs removed.

Movies should be shown to prisoners on a scheduled basis, provided equipment is available and properly qualified personnel are present to operate the equipment. Films must be as carefully selected as reading material.

Games provide a pleasant and enjoyable means through which prisoners may relax and relieve their tensions and boredom. Examples of such games are checkers, playing cards, and chess.

An attractive and comfortable library with sufficient materials to support the facilities rated capacity must be provided. Technical advice should be obtained from the installation librarian. Books selected by the commander may be borrowed from the post library on a rotating

basis. Prisoners subscribing to books received directly from the publisher should be allowed to use the reading facility.

2. Welfare Activities.

Welfare activities are those services provided prisoners on an individual basis through which they might improve their personal well-being and find help in solving personal problems. The following is a discussion of services provided.

a. Religious Services.

Prisoners will be permitted to worship and participate in religious activities according to their faiths, subject to their particular custody and control requirements. They are not, however, required to attend religious meetings or services. If prisoners are to attend religious services in an installation chapel in which other military personnel and their dependents may be present, they should be permitted to wear the appropriate service uniform. If guards are required in this situation, they should be as unobtrusive as possible in maintaining custody and control.

The chaplain provides the following services for prisoners:

- Worship services should be conducted within the facility whenever possible. Services should include the needs of the individual prisoner's faith. Custody and control requirements may require minor changes in the order of worship of religious services. This is only done with approval of the chaplain.
- The chaplain counsels those prisoners who may have religious, personal, or social problems and he makes every attempt to help prisoners solve their problems. The chaplain can provide information to the facility commander concerning a prisoner's problem, and can make suggestions for a particular correctional treatment plan beneficial to the prisoner.
- Human self-development instruction may be conducted on a monthly basis by the facility chaplain who selects a topic having moral and social significance.
- The chaplain may also sponsor and organize choirs, discussion groups, and welfare operations designed to aid the prisoner in solving personal and family problems.

The chaplain's office provides religious books, pamphlets, and other material of a religious nature for use by prisoners.

b. Educational Training.

Prisoners should be encouraged to further their civilian and military education by participating in programs at the post level and pursuing self-study courses and enrolling in various Army correspondence courses.

Courses available to the prisoners through the self-study program can do much to improve the prisoner's educational background, to teach new skills, or to improve present skills. Correspondence courses are available from the Institute for Professional Development and are an excellent means through which prisoners may improve their military occupational specialty (MOS) skills or develop new ones. These courses should be encouraged for those prisoners returning to military duty.

Additional sources of educational training are--

- Post-level education and general educational development (GED) courses. These courses are available from the post education center and should be used as often as possible.
- College courses which are offered through correspondence or resident attendance. College level entrance program (CLEP) tests can be completed in coordination with the post education office.
- The post education center provides materials and services to the facility consisting of textbooks and references, post-level education GED courses, testing, and qualified instructors, if needed.
- Prisoners should be encouraged to participate in educational programs. Benefits from these programs can be measured in successful, correctional treatment and fewer problems for correctional personnel.

c. Personal Assistance Agencies and Personnel.

Red Cross. The Red Cross is the primary source of personal inquiries and emergency notification in the event of serious sickness or death. Personal fund grants or loans for emergency situations are services also provided for the prisoner's benefit. Also furnished are supplies of stationery and envelopes for personal correspondence. Prisoners will normally be relieved of some of their tensions if they know the Red Cross is available to help them in an emergency situation.

d. Staff Judge Advocate. The staff judge advocate (SJA) office is the source of assistance in any legal problems prisoners may have. It is responsible for expeditious processing of military justice in each prisoner's case. Instructors are also provided to the facility for training of prisoners concerning the legal aspects of confinement.

e. Health Services. The health services is responsible for the operation of the facility dispensary and the daily medical examination and treatment of prisoners on sick call. In addition, health services conducts a weekly inspection of the sanitary conditions of the facility which may affect prisoner health. It provides mental hygiene consultation service for prisoners. Instructor personnel are also provided for the education and training section for instruction in first aid and hygiene. A daily inspection of all prisoners in close confinement is also conducted by health services to ensure that they are not being adversely affected medically by their confinement.

f. Unit Commander. The prisoner's unit commander is responsible for accomplishing the following:

- Providing adequate clothing.
- Ensuring payment of the prisoner.
- Visiting the prisoner.
- Counseling the prisoner.
- Expeditiously processing military justice and administrative matters of each prisoner.
- Provide unit escorts until the prisoner's sentence is ordered into execution.

g. Prisoner Morale Support Fund.

The prisoner morale support fund provides money for recreational and welfare items and equipment which cannot be purchased from other funds or obtained from the post agencies or activities. It is similar to the unit fund and functions in a similar manner.

Members of the facility staff are members of the prisoner morale support fund council. Prisoners cannot be appointed as members of the council.

Those members of the staff who are normally appointed on orders to the council are—

- The commander, who serves as fund custodian.
- The deputy commander, who serves as fund recorder.
- The chaplain.
- The senior corrections NCO.
- Other members of the staff as designated by the facility commander.

Items commonly purchased through the prisoner morale support fund include--

- Magazines, newspapers.
- Dayroom equipment.
- Items for the dining facility, other than items of issue, such as pictures and curtains.

- Radios, television sets.

The prisoner morale support fund is a separate fund and must not be confused with the prisoner's personal deposit fund which may be used for purchase of recreational and welfare items by individual prisoners.

h. Prisoner Personal Deposit Fund.

With the approval of the facility commander, prisoners may be authorized to obtain funds from their personal deposit fund accounts to purchase those recreational and welfare items not available through the facility welfare fund or those agencies or activities discussed above. Recreational and welfare items commonly purchased by prisoners with their own funds include--

- Correspondence courses (other than self-study program or service schools)
- Stationary.
- Religious items.
- In addition, prisoners may be authorized to withdraw funds required for the payment of debts or to send these funds to their home for the purpose of family support.

i. Prisoner Welfare Items.

Prisoners may be permitted to keep certain welfare-related items in their possession. Quantities of such items are determined by the facility commander and set forth in facility rules and regulations. Prisoners should be permitted to keep in their possession the welfare items listed below:

- Bibles, missals, religious pamphlets, prayer books, or other scripture-related materials approved by the facility chaplain.
- Textbooks and military training manuals.
- Books and magazines.
- Personal letters and photographs.
- Personal official documents such as record of trial, pay vouchers, and receipts.
- Pencils, ballpoint pens, writing paper, and envelopes.
- Educational material related to the educational or prisoner training program.

3. Supervision of the Recreational and Welfare Program.

Activities that prisoners participate in during their leisure time frequently indicate their degree of adjustment to confinement, personal attributes, and any personality problems which require further assistance.

During the time prisoners are participating in recreational and welfare activities, they must be observed more closely than at other times. As prisoners participate in activities during their leisure time, they will be more relaxed and will normally reveal their true personal attributes and problems. Reported observations of prisoners during this time will greatly assist the commander and his staff in better evaluating both the correctional treatment program as well as individual prisoners.

Corrections personnel should observe, make note of, and report to their superiors those individual prisoners who appear to experience difficulties or refuse to participate in recreational and welfare activities. Those who are cooperative, participate freely, and appear to be adjusting well to confinement should also be reported.

The provision of recreational and welfare activities as a well-coordinated program cannot in itself achieve desired results. This program must be properly supervised by knowledgeable corrections NCOs and supervisors so that the possibility of achieving the desired results of successful correctional treatment will be increased.

4. Summary.

A well-organized and supervised recreation and welfare program is essential to the successful operation of the correctional treatment program. Observation of prisoners during such activities by corrections NCOs and supervisors is absolutely necessary. Recorded observations aid in detecting personal problems and determining how well the prisoner is adjusting to confinement. Prisoner participation in the activities provided should be encouraged. Results of such participation by prisoners can be measured in terms of fewer correctional problems and greater possibility for successful correctional treatment.

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LESSON 3

PRACTICE EXERCISE

The following questions are multiple choice and/or true/false. You are to select the one that is correct. Show your choice by **CIRCLING** the letter beside the correct choice directly on the page. This is a self-graded lesson exercise. Do not look up the correct answer from the lesson solution sheet until you have finished. To do so will endanger your ability to learn this material. Also, your final examination score will tend to be lower than if you had not followed this recommendation.

1. All of the following are members of the prisoner morale support fund council EXCEPT the:

- A. commander.
- B. chaplain.
- C. post education officer.
- D. senior corrections NCO.

2. Prisoners will normally reveal their true personal characteristics during:

- A. Leisure time activities.
- B. Educational development classes.
- C. Talk with the defense counsel.
- D. Human self-development sessions with the chaplain.

3. Which of the following statements is incorrect?

- A. Prisoners may be members of the prisoner morale support fund council.
- B. Prisoners are not authorized to purchase welfare items with personal funds.
- C. Prisoners are encouraged to participate in educational programs offered from sources other than the confinement facility.
- D. The facility commander is responsible for the success or failure of the recreational welfare program.

4. All of the following are TRUE except:

- A. prisoners are permitted to keep certain welfare items in their possession.
- B. the Red Cross provides for prisoners' medical treatment.
- C. reading material must be approved by the facility commander.
- D. activities prisoners engage in during leisure time should be constructive.

5. Which custody grade prisoner is provided with a comprehensive recreational and welfare program?

- A. Minimum.
- B. Medium.
- C. Maximum.
- D. All the above.

6. Within a correctional facility contact sports?

- A. must be properly supervised.
- B. are never permitted.
- C. always lead to trouble.
- D. will induce outbreaks of temper and result in fights.

7. Recreational and welfare activities which prisoners engage in indicate their:

- A. degree of adjustment to confinement.
- B. custody grade.
- C. education level.
- D. social adaptability.

LESSON 3

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>		<u>Correct Answer and Feedback</u>
1.	C.	Post education officer. Those members... (page 3-6, para g)
2.	A.	Leisure time activities. Activities that... (page 3-8, para 3)
3.	A.	Prisoners may be members of the prisoner morale... Prisoners cannot... (page 3-6, para g)
4.	B.	Red Cross provides for prisoner's medical treatment The health services... (page 3-6, para e)
5.	D.	All the above. A comprehensive... (page 3-2, Introduction)
6.	A.	Must be properly supervised. Those sports involving... (page 3-7, para 1)
7.	A.	Degrees of adjustment to confinement. Activities that... (page 3-8, para 3)

LESSON 4

PRISONER MAIL, VISIT, AND COMMUNICATION PRIVILEGES

Critical Tasks: 191-381-1294
191-381-1313
191-381-1314
191-382-2349
191-382-2399
191-384-4405

OVERVIEW

LESSON DESCRIPTION:

In this lesson you will learn to: determine how prisoner communications facilitate the correctional treatment process; demonstrate working knowledge of the nature and extent of privileged communications; discuss the processing of prisoner's mail and maintenance of correspondence records; discuss visiting rights and procedures.

TERMINAL LEARNING OBJECTIVE:

- ACTION: Establish, supervise and monitor prisoner's mail, communication, and visitor rights.
- CONDITION: You will have this subcourse, paper and pencil.
- REFERENCES: To demonstrate competency of this task you must achieve a score of 70 percent on the subcourse examination.
- REFERENCES: The material contained in this lesson was derived from the following publications: AR 190-47 and FM 19-60.

INTRODUCTION

It is the best interest of prisoners that they are encouraged to communicate with their families and other persons interested in their well-being. Further, the right of prisoners to send and receive mail, to make known their problems and complaints, and to receive authorized visitors is required for the successful operation of the correctional treatment program. The practice of frequent communication by prisoners with families and other authorized correspondents (and

vice versa) impacts most favorably on prisoners' morale. It is the responsibility of all correctional personnel to encourage prisoners to communicate with authorized correspondents and to receive authorized visitors.

1. Correspondence and Mail Operations.

The rights of prisoners to send and receive mail are limited only to that extent dictated by security requirements and the facilities available for the inspection and handling of mail. Restrictions are not imposed on mail as a disciplinary measure or in conjunction with a disciplinary measure. With the exception of meeting certain security requirements, such as mandatory inspection, a prisoner's mail is processed in the same manner as normal unit mail. Smuggling or attempted smuggling of mail into or out of the facility or on behalf of a prisoner constitutes grounds for disciplinary action being taken against the offender.

a. Prisoner's Mail and Correspondence Record.

The Prisoner's Mail and Correspondence Record (DD Form 499) (Figure 4-1 (Front)) must be prepared as described in the following paragraphs.

The form must be prepared for each prisoner at the time of his initial processing and must show the names and addresses of all authorized correspondents. After the initial preparation, and with the approval of the facility commander, names of authorized correspondents may be added or deleted.

All prisoners will be required to sign the form to indicate their approval or disapproval of the inspection of their mail. When a prisoner has not authorized the inspection of outgoing mail, his mail will not be introduced into postal channels. The mail will be returned to the prisoner with an explanation of the necessity for inspection of the mail in his particular case. When a prisoner has not authorized inspection of his incoming mail, such mail will be shown to him unopened and he will be afforded an opportunity to receive it subject to inspection. If he refuses inspection, he may elect to have such mail retained unopened in the property and funds section (to which the prisoner does not have access during his confinement). Or, if a return address is shown, he may elect to have the mail returned to the sender unopened with an explanation by the officer in charge of the facility as to why it was not delivered to the prisoner. The sender will be advised that any information of an emergency nature contained in the returned mail may be furnished directly to the officer in charge of the facility for transmission, verbally, to the prisoner. Envelopes bearing the official postal marking "Postage and Fees Paid, Department of the Army..." may be used for returning the letter.

PRISONER'S MAIL AND CORRESPONDENCE RECORD						
LAST NAME - FIRST NAME - MIDDLE INITIAL		SERVICE NO. SOCIAL SECURITY NO.		MARITAL STATUS		
NELSON, CHARLES E.		111-22-3333		MARRIED		
NAME, RELATIONSHIP AND ADDRESS OF AUTHORIZED CORRESPONDENTS (Include ZIP Code)		INCOMING MAIL (Date)		OUTGOING MAIL (Date)		
MRS. MARY E. NELSON 311 Hilltop Road Weaver, MO 65473 REL: WIFE		7 Mar 99		7 Mar 99		
		10 Mar 99		10 Mar 99		
		12 Mar 99		12 Mar 99		
		14 Mar 99		14 Mar 99		
MR. JOHN R. NELSON 315 Riley Drive Leavenworth, KS 66027 REL: FATHER		10 Sep 99		21 Sep 99		
		30 Sep 99		1 Oct 99		
		15 Oct 99		21 Oct 99		
		25 Nov 99		1 Dec 99		
		23 Dec 99		24 Dec 99		
		20 Jan 99		23 Jan 99		
		15 Feb 99		15 Feb 99		
		18 Mar 99		20 Mar 99		
MS PATRICIA M. WILSON 3015 Alexandria Road Piedmont, MO 65473 REL: MOTHER		10 Sep 99		21 Sep 99		
		30 Sep 99		1 Oct 99		
		15 Oct 99		21 Oct 99		
		25 Nov 99		1 Dec 99		
		23 Dec 99		24 Dec 99		
		20 Jan 99		23 Jan 99		
		15 Feb 99		15 Feb 99		
MR. GEORGE W. JONES 152 Kayln Drive Weaver, MO 65473 REL: FRIEND		10 Dec 99		5 Dec 99		

DD FORM 499
1 OCT 67

PREVIOUS EDITIONS ARE OBSOLETE

Figure 4-1. Example of DD Form 499 (Front).

A record, to include dates, must be made on DD Form 499 of all letters mailed or received by a prisoner. The form should be filed alphabetically so that it will be readily available to the mail clerk who checks the prisoner's mail against the authorized correspondents list. The form will be filed in the prisoner's correctional treatment file upon disposition of the prisoner.

b. Mail Processing Procedures.

The mail clerk should interview newly confined prisoners during their in-processing. The purpose of this interview is to acquaint the prisoner with regulations concerning the sending and receiving of mail and establish a clear understanding of his correspondence policies. At this time, the DD Form 499 will be filled out.

Authorized correspondents should include the prisoner's wife, children, parents, brothers, and sisters. These persons should be routinely approved by the facility commander unless disapproval is required in the interests of safe administration of the prisoner's welfare. For example, it may be wise to disapprove a brother as an authorized correspondent if the brother has a criminal history and is confined in a penitentiary. Cases of this nature should be closely examined by the facility commander who must exercise good judgement. Other persons may be approved by the facility commander as correspondents when it appears to be in the best interests of the prisoner. No limitations will be imposed as to the number of authorized correspondents except as necessary to maintain security and control.

There will be no restrictions placed on the number of letters prisoners may write to authorized correspondents except as necessary for security and control and to prevent delays in processing the mail. Prisoners are authorized to retain reasonable quantities (as prescribed by the facility commander) of mail in their immediate possession and will not be required to destroy excess mail. However, they will be given the opportunity to authorize disposition by storage in the property and funds section or by forwarding it at their own expense to an authorized correspondent for safekeeping.

Prisoner's incoming mail, with the exception of privileged correspondence, may be inspected by the facility commander or his designated representative (postal officer). This is done for the purpose of properly controlling contraband, monies, and valuables. Any incoming mail, which, upon inspection, is found to contain vulgar or obscene language, violation of postal laws, blackmail, contraband or threats, will be rejected.

Prisoners are required to inform their authorized correspondent of articles they are permitted to receive, as determined by the facility commander. Valuables or other costly articles received through the mail which are not authorized to be in a prisoner's immediate possession will be stored with the prisoner's personal property and an entry will be made on all copies of DA Form 1132 (Prisoner's Personal Property List--Personal Deposit Fund). Upon receipt of articles having no monetary value, the prisoner will be required to authorize disposition by storage with his personal property if space is available, by return to the sender at his expense, or by destruction. Money will be placed in the Prisoner's Personal Deposit Fund and a DA Form

1124 (Individual Receipt Voucher - Personal Deposit fund) will be prepared and given to the prisoner.

Prisoners' outgoing mail will not be inspected except in specific individual cases, as directed by the facility commander, where the inspection of the prisoner's outgoing mail, other than privileged correspondence, is considered necessary for security and control. In the interest of security and control, outgoing mail should not contain matter naming military or civilian personnel assigned or detailed to the facility. In cases where inspection is considered necessary in the interest of maintaining security and control of the prisoner, the prisoners' outgoing mail will be delivered to the facility commander before it is introduced into postal channels. Any outgoing mail, which, upon such inspection, is found to contain vulgar or obscene language or violation of postal laws will be rejected. In all other cases, prisoners' stamped outgoing mail will be properly processed and deposited in the postal channels.

c. Stamp Accounts and Postage Procedures.

Prisoners that are not permitted to have postage stamps in their personal possession will have their mail handled as described below.

An individual stamp account for each prisoner in a pay status is initiated and maintained by the mail clerk. (See Figure 4-1 (Back).) Those prisoners in a pay status are required to pay postage for all outgoing personal mail. The mail clerk lists all receipts and expenditures or stamps by dollar value, the dates of receipts and expenditures, and maintains a running balance of the total dollar value of stamps remaining in the prisoner's account. Stamps credited to the account of prisoners in a pay status are maintained in a single bulk account. This account is inventoried weekly and reconciled with the balances reflected on the individual accounts of prisoners.

Postage for all personal outgoing mail of prisoners in a nonpay status will be furnished at government expense. Letters and postcards in their usual and generally accepted form may be transmitted using the official postal markings "Postage and Fees Paid, Department of the Army," subject to the following:

- Official envelopes secured through normal supply channels must be used.
- Return address will be the designation and address of the confinement facility as prescribed previously.
- Mail may not exceed one ounce in weight and will be limited to first-class mail not requiring special services such as airmail or special delivery. Pictures and clippings which are incidental to the message of the letter sent may be enclosed therein. Christmas cards and other seasonal greeting cards will not be transmitted under the mail indicia.

d. Privileged Correspondence.

Privileged correspondence includes all correspondence between a prisoner and the President, Vice President, members of congress, US Attorney General, the Judge Advocate General or his representative, his defense counsel, or any other military or civilian attorney of record. Initial correspondence with any other attorney listed in professional or other directories for the purpose of establishing an attorney-client relationship, and other correspondence between a prisoner and inspectors general, chaplains or other clergyman (when recommended by the chaplain) will be regarded as privileged correspondence and, as such, it is not subject to inspection. However, any incoming correspondence apparently from any of the foregoing sources may be inspected when considered necessary to ensure the authenticity of the correspondence when directed by the facility commander. The following are procedures which apply to privileged correspondence.

Correspondence addressed to or received from the appropriate appellate agency of the Judge Advocate General of the department or service concerned will be delivered or forwarded to the prisoner without inspection. However, incoming correspondence from this source may be inspected when there is reason to doubt its authenticity.

A prisoner's correspondence with civilian or individual military counsel will be delivered or forwarded to the prisoner without inspection upon completion of the DA Form 2569-R (Attorney of Record Designation). (See Figure 4-2.) Completion of this form is not required for appointed military appellate defense counsel or trial defense counsel. For civilian and individual military counsel, that is any counsel other than appointed counsel, the following procedure will be followed:

- The prisoner and his civilian or individual military counsel will complete the DA Form 2569-R for the purpose of establishing the counsel as the attorney of record for legal correspondence and visiting purposes.
- Initial correspondence between the prisoner and his civilian or individual military counsel will be permitted pending completion of such forms and subject to inspection for the purpose of ensuring the authenticity of the correspondence if there is a reasonable basis for doubt.

[illegible]

ATTORNEY OF RECORD DESIGNATION (Civilian and Individual Military Counsel) <small>For use of this form, see AR 190-4, the proponent agency is Office of the Provost Marshal General.</small>	
	DATE <u>7 July 1999</u>
I, <u>Ira R. Ritealot</u> , Service No/Social Security No. <u>123456789</u> Register Number _____ have retained <u>John Q Lawyer</u> an attorney whose address is <u>Box 1, Hometown, USA</u> _____ to represent me in the matter of <u>a charge of AWOL</u> I request that said attorney be permitted to visit me and to communicate with me as necessary in regard to this matter <div style="text-align: center; margin-top: 20px;"> <u>Ira R. Ritealot</u> (Signature) </div>	
<div style="text-align: right; padding-bottom: 5px;">DATE <u>13 July 1999</u></div> I, an attorney in good standing and a member of the Bar of <u>the State of Georgia</u> _____ have been retained and am representing _____ <u>Ira R. Ritealot</u> , a prisoner confined at _____ <u>Ft Blank stockade</u> in the matter of <u>Court-Martial proceedings</u> <div style="text-align: center; margin-top: 20px;"> <u>John Q. Lawyer</u> (Signature) </div>	
<div style="text-align: right; padding-bottom: 5px;">DATE <u>15 July 1999</u></div> <div style="text-align: center; padding: 10px 0;"> APPROVED: <u>I. William Howard</u> (Commandant/Confinement Officer) </div>	
<small>NOTE: Individual military counsel is a nonappropriated military counsel. Appointed military defense counsel, either trial or appellate, will not be required to complete this form.</small>	

DA FORM 2569-R, 1 Jun 69

Replaces edition of 1 Mar 66, which will be used.

Figure 4-2. Example of DA Form 2569-R.

2. Visiting Rights and Procedures.

Just as it is the right of prisoners to send and receive mail, it is their right to receive visitors. Visiting rights cannot be restricted as a disciplinary measure or in conjunction with a disciplinary measure. However, visiting hours may be administratively regulated in order to facilitate adequate security and control.

General restrictions as to the number and length of visits and on the number of authorized persons permitted to visit any one time will be limited to those considerations which pertain to the safe handling of visits, prisoners control, and those considerations made necessary by operational routines or limited facilities. Normally, prisoners are permitted to receive visitors on weekends and holidays. However, in determining the need for exceptions, consideration should be given to the distance traveled by visitors, the frequency of visits, and any other factors deemed to be pertinent.

A prisoner should be permitted to see his attorney and other official visitors at any reasonable hour of the day regarding pending legal matters. Prior coordination is not required, however, official visitors and attorneys should arrange an appointment, if possible.

Visiting hours will be supervised by an unarmed guard who carries out his duties in as unobtrusive manner as possible. Precautions should be taken by the guard to avoid embarrassing visitors or prisoners during these visits. He should use tact, diplomacy, courtesy, and friendliness in dealing with both civilian and military visitors who might well be disturbed by the fact that the individual whom they are visiting is confined. Good public relations can often ease hostilities or feeling of being "ill-at-ease." There is no requirement for the guard to listen to conversations between a prisoner and his visitor.

Before the visit begins, the guard must explain the rules for visitors and have the visitor sign the visitor's log giving his name, address, date and time of signing in, and his relationship to the prisoner. The time of departure is also entered when the visitor leaves.

There is no authority allowing that visitors be searched. However, prisoners will be frisk searched before and strip searched after the visit. During the course of the visit, prisoners are not permitted to read letters or other literature the visitor may have unless given permission by the facility commander or his designated representative. A prisoner may be permitted a short embrace of members of his family at the beginning and the end of the visit. The extent of physical contact permitted during the visit is holding hands.

The visitor's room guard should, however, search the room prior to, and after, each visit. He should require visitors to deposit handbags, packages, and baggage for safekeeping with a designated person or checked in a secure locker-type storage area. All gifts intended for prisoners must first be approved by the facility commander or his representative.

3. Complaint and Interview Procedures.

Confinement tends to cause prisoners to develop apprehensions and worries about matters which normally would be of little concern to them. Personnel assigned to a confinement facility should understand this tendency and minimize its influence by providing prisoners with information and answering questions fully and factually. If factual information is not readily available, it should be obtained from the competent authorities as soon as possible.

a. Complaints.

Under the provisions of applicable Army regulations, prisoners (whatever their status) have the right to present complaints or grievances either orally or in writing to either the facility commander, installation commander, or the appropriate inspector general. Prisoners must be advised of this right and the prescribed procedures for doing so as part of the orientation given at the time of their confinement. In addition, a notice must be posted on the prisoners' bulletin board advising them of their right to present their complaints to the Inspector General.

Prisoners may make their complaints known to the facility commander either orally or by use of the DD Form 510 (Request for Interviews). The facility commander will impartially consider each complaint, investigate complaints requiring such action, and take immediate corrective action if required. Other complaints which the facility commander cannot properly handle should be referred through proper channels to appropriate commanders or other officials who have the authority to investigate the complaint or to correct the alleged wrong.

Prisoners must be advised by the facility commander of the action when regarding their registered complaints. Prisoners are not permitted to participate in any protest or sign a joint petition of complaints.

b. Interviews.

The prisoner completes a DD Form 510 to obtain an interview. Procedures vary, but prisoners may deposit the form in the mail receptacle located within the compound. For those prisoners in close confinement, the form may be put with the mail for the mail clerk to pick up.

Requests for interviews must be acted upon by the facility commander within 48 hours. The facility commander approves or disapproves each interview request. The person conducting the interview enters any pertinent remarks relative to the interview. The completed form is filed in the prisoner's correctional treatment file.

c. Other Types of Communications.

There are two other means of communication which are important in addition to the ones discussed above. Although the two are infrequently used, it is essential that the requirements for their use be understood.

Prisoners may receive telegrams subject to the same processing procedures which apply to incoming mail. Prisoners may send telegrams, subject to the approval of the facility commander, when an emergency exists and no other means of communication will suffice. The telegram must be sent at no expense to the government.

Prisoners may also receive and make telephone calls, subject to the approval of the facility commander, if a serious emergency exists and no other means of communication will suffice. All such calls will be monitored and limited to the subject of the emergency. Telephone calls will be made at no expense to the government. Both parties to the call must be advised that the call will be monitored.

LESSON 4

PRACTICE EXERCISE

The following questions are multiple choice and/or true/false. You are to select the one that is correct. Show your choice by **CIRCLING** the letter beside the correct choice directly on the page. This is a self-graded lesson exercise. Do not look up the correct answer from the lesson solution sheet until you have finished. To do so will endanger your ability to learn this material. Also, your final examination score will tend to be lower than if you had not followed this recommendation.

1. Incoming privileged correspondence.
 - A. cannot be inspected.
 - B. will always be inspected.
 - C. can only be seen by an attorney.
 - D. may be inspected for authenticity.
2. All of the following are correct EXCEPT:
 - A. Telephone calls must be monitored.
 - B. Prisoners must authorize inspection of their mail in order to receive their mail.
 - C. Prisoners must purchase and maintain personal possession of their stamps.
 - D. There will be restrictions placed the number of letters prisoners may write.
3. Mail from prisoners will be forwarded uninspected to all of the following addresses EXCEPT:
 - A. The Staff Judge Advocate.
 - B. US Representative for the 3d Congressional District of Alabama.
 - C. US Attorney General.
 - D. Attorney General for the State of Alaska.
4. Which of the following statements is **INCORRECT**?
 - A. Conversations in the visiting room will be monitored.
 - B. The prisoner will be searched before and after visiting hours.
 - C. Visiting hours will be supervised by an unarmed guard.
 - D. Visitors will not be physically searched but will be required to check handbags and parcels before visiting a prisoner.

5. Prisoner Brown wishes to correspond with several of his close friends. You tell him:
- A. he may only correspond with members of his family.
 - B. he must have approval of the facility commander.
 - C. he may write whomever he wants to.
 - D. this is a right and can only be denied for the purpose of safe administration or his welfare.

LESSON 4

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>		<u>Correct Answer and Feedback</u>
1.	D.	May be inspected for authenticity. However, any... (page 4-6, para 1d)
2.	C.	Prisoners must purchase and maintain... Prisoners are not... (page 4-5, para 1c)
3.	D.	Attorney General for the State of Alaska. Privileged correspondence... (page 4-6, para 1d)
4.	A.	Conversation in a visiting room will be monitored. There is no... (page 4-9, para 2)
5.	B.	He must have approval of the facility commander. After the initial... (page 4-2, para 1a)

LESSON 5

PRISONER DEPOSIT FUND

Critical Tasks: 191-382-2343
191-382-2372

OVERVIEW

LESSON DESCRIPTION:

In this lesson you will learn to: properly administer a prisoner's personal property fund; issue health and comfort supplies and properly credit the prisoner's account; maintain a petty cash fund; utilize the prisoner personal deposit fund forms.

TERMINAL LEARNING OBJECTIVE:

ACTION: Manage prisoner funds.

CONDITION: You will have this subcourse, paper and pencil.

STANDARD: To demonstrate competency of this task you must achieve a score of 70 percent on the subcourse examination.

REFERENCES: The material for this lesson was derived from the following publications: AR 190-47, AR 210-174, and FM 1960.

INTRODUCTION

The prompt payment of those prisoners who are entitled to receive pay contributes to high prisoner morale. A prisoner's sentence determines if and how much he is paid. Payments by check from installations are authorized and encouraged. Unit commanders ensure that prisoners from their unit are paid during the same period as other members of the unit. The facility commander monitors the fund accounts of prisoners who receive pay and maintain liaison with the prisoner's unit commanders to ensure the prisoners are paid.

1. Responsibilities.

a. Custodian.

A commissioned officer, warrant officer, or Department of the Army civilian (DAC) is assigned by the facility commander on written orders as custodian of the prisoner's personal deposit fund. Normally the confinement facility commander is appointed as custodian. If the facility commander is also the custodian, the immediate superior of the facility commander will be the responsible commander. The responsible commander serves as part of the system of checks and balances by supervising the custodian's activities. The custodian is responsible for the receipt, safekeeping, disbursement, and accounting for the fund. At his discretion, he may designate by appropriate written orders authorized representatives to accomplish some duties such as cashier and accounting functions.

b. Transfer of Accountability.

If the custodian is to be absent from his duty station for a period not to exceed 30 days, the responsible commander will appoint an interim custodian. The custodian will entrust the prisoner's personal property and the personal deposit fund to the interim custodian and will receive a memorandum receipt in duplicate. The original copy is filed with the permanent records of the personal deposit fund to the custodian. Upon return of the fund to the custodian, both copies will be receipted by him. The original copy will be filed with the permanent records of the personal deposit fund, and the duplicate will be retained by the interim custodian. Any changes in the status of the fund during the custodian's absence will be reconciled with the memorandum receipt prior to the receipt by the custodian.

If the custodian is to be absent for a period exceeding 30 days, the installation commander will appoint a new custodian. In this case the prisoner's personal property and the personal deposit fund is transferred upon the completion of a statement of outgoing custodian and a statement of new custodian. (See Figure 5-1.) Incoming custodians may, at their discretion, reconcile the fund balance with the individual accounts and accomplish an inventory (in the presence of the prisoners concerned) of as many containers of personal property as deemed necessary. The statement will be prepared in duplicate. The original will be filed with the permanent records of the personal deposit fund and the duplicate retained by the custodian being relieved. Normally, upon transfer of the fund from one custodian to another, all combinations of safes and all padlocks are changed to further ensure security of the fund.

c. Internal Control.

The facility commander, in coordination with the provost marshal develops a system of internal control which protects the prisoners' property and funds. As a minimum, this control consists of procedures designed to provide safeguards for property and funds, to ensure the accuracy of records, to control the receipt and disposition of disbursement of property and funds, and to promote efficiency in operations.

STATEMENT OF OUTGOING CUSTODIAN

I have, this _____ day of _____ 19____, transferred to

(Name, Grade, SSN)

the new custodian appointed by paragraph _____, so _____ HQ
_____ dated _____ 19____, \$_____, cash on hand
\$_____ on deposit to the credit of the personal deposit fund in
_____, and all items listed in the retained column of the Prisoners'
Personal Property Lists.

(Signature)

(Grade and SSN)

STATEMENT OF NEW CUSTODIAN

I have, this _____ day of _____ 19____, received from

(Name, Grade, SSN)

the sum of \$_____ representing the balance due prisoner, together with the personal
effects as listed on the individual accounts sheets in the retained column of the Prisoners'
Property Lists, of all prisoners in confinement as of this date at _____ hours, and I hereby
relieve him from all responsibility for the same.

(Signature)

(Grade and SSN)

Figure 5-1. Example of Transfer of Accountability.

Secure safes and cabinets equipped with approved combination-type locks should be provided for the storage of funds and personal valuables of prisoners. The number of items stored will not exceed the capacity of a 16x12 inch manila envelope unless an exception is granted by the confinement facility commander. If a prisoner has an item of personal property too large to fit into these containers, it should be tagged with identifying data and secured in a maximum security type room to which only the custodian and his authorized representative have access. Normally, this type of property is retained and secured by the prisoner's unit or disposed of per instructions of the prisoner before initial confinement.

Prisoners will not have access to personal property, funds, or records of their own or other prisoners.

d. Audit.

The prisoners' personal funds are audited annually by a disinterested party who has been appointed on orders by the installation commander. Usually, this person will have a background in accounting. The fund will also be verified when the custodian is transferred or released.

e. Monthly Activity Report.

An Activity Report of the prisoner's personal deposit fund will be prepared once a month in duplicate. The original will be sent to the responsible commander and the duplicate kept by the custodian using the compiled information from DA Form 1125-R, this report will provide the responsible commander with the status of the prisoners' personal deposit fund.

2. Administration.

Prisoners are not permitted to have money in their personal possession. Personal funds of the prisoners will be placed in a personal deposit fund. This is a fund consisting solely of the personal funds of prisoners. It is held in trust at the place of confinement. Personal funds received from prisoners during initial processing and during their period of confinement will be received, accounted for, administered, and handled in the following manner.

All United States currency and coins are treated and accepted as cash for deposit in the fund. US Government payroll checks are accepted for deposit as checks. The cash is credited to the prisoner's account immediately upon receipt. Foreign currency is not acceptable for deposit, but rather placed with his personal property (wallet, watch, ring) and receipted for. Other types of checks, including other US government checks, bank drafts, money drafts, money orders, and personal and travelers checks will be endorsed and turned over to a bank which the prisoner has designated. If the prisoner has not established a personal account, he will be given the opportunity to do so by mail. Should a prisoner refuse to endorse a payroll check, the custodian will make the endorsement for deposit only to the prisoner's deposit fund account.

a. Receipt voucher.

SUMMARY RECEIPT AND DISBURSEMENT VOUCHER PERSONAL DEPOSIT FUND For use of this form, see AR 210-174; the proponent agency is USAFAC.				DATE 1 Mar 99		SHEET NUMBER 1	
				PREPARED BY Johnny Dean			
DAILY RECEIPTS							
ATTACH INDIVIDUAL DA FORMS 1124 DAILY - CREDIT INDIVIDUAL ACCOUNTS DAILY							
ENTER BEGINNING RECEIPT NUMBER		ENTER ENDING RECEIPT NUMBER CLOSE OF DAY		OTHER		TOTAL NUMBER OF RECEIPTS ISSUED DAILY	
FROM		TO					
C-1961233		C-1961243				11	
VOUCHER NO. 250		PREPARED BY Kate Wilson		RECEIVED BY Tom Sapp		POSTED DAILY BY Frank Cazel	
						DATE 1 Mar 99	
DO NOT LIST INDIVIDUAL DAILY RECEIPTS.				REPORT TOTAL AMOUNT OF RECEIPTS FOR THE DAY.			
REMARKS							
Check #100 for \$50.00 paid to Anthony Jenkins for auto repair from prisoner John Smith Check #101 for \$50.00 paid to Mary Lane for grocery purchase from prisoner Tom Lane.							
DAILY DISBURSEMENTS							
LIST CHECK NUMBERS "FROM" AND "TO" FOR THE DAY ONLY		TOTAL NUMBER OF CHECKS ISSUED DAILY		DAILY FUND REQUEST NUMBER (Beginning and Ending)		TOTAL NUMBER REQUESTS ISSUED DAILY	
FROM TO				FROM TO			
100 101		2		1 3		2	
VOUCHER NUMBER 250		POSTED DAILY BY Frank Cazel		CHECKS ISSUED BY Tom Sapp		PREPARED BY Kate Wilson	
						DATE 1 Mar 99	
DA FORM 1125-R, Apr 86 REPLACES DA FORM 1125, 1 JAN 61, WHICH MAY BE USED UNTIL EXHAUSTED							

Figure 5-3. Example of DA Form 1125-R.

A representative of the fund will deposit all credited receipts intact (in the name of the fund) in the depository (normally a bank) that services the military installation. Daily deposits will be made where practicable. (When the collective prisoners' personal deposit funds received by the custodian does not exceed \$500, the fund custodian is authorized to keep the prisoners' personal fund deposits in the confinement facility safe or in another suitable depository.) In instances where a depository is located at a distance, precluding daily deposits, separate deposits will be prepared for each day's receipts and deposited in the depository as often as practicable. Pending deposit, these receipts will be secured in a safe, physically separated from other funds. It is required that receipts accumulated in excess of \$1,000 be deposited on the next banking day. In any event, all receipts on hand at the end of the month must be deposited not later than the second day of the following month. Checks received (other than personal) will be immediately endorsed for deposit to the fund and promptly deposited in the bank for collection. No individual withdrawals will be approved that cover the amount of the check items presented for collection until the checks have been cleared by the depository. No individual prisoner's accounts will be credited for personal checks forwarded for collection until after they are cleared by the depository.

c. Petty Cash.

Appropriate commanders are authorized to establish a petty cash fund, other than the one mentioned above, the amount of which may be at their discretion. This fund will be a part of the personal deposit funds with amounts being obtained from the available balance in the prisoners' personal deposit fund depository account. The establishment, replenishment, and management of petty cash funds will be according to the procedures discussed below.

d. Individual Purchases.

Funds in a prisoner's personal deposit fund deposited in a depository or in a petty cash fund are withdrawn and disbursed when health and comfort supplies or authorized special items are purchased. Or, funds are withdrawn when money is forwarded to authorized persons such as dependents, Internal Revenue Service personnel, or the Treasurer of the United States. Requests for expenditures of funds from prisoners' accounts are made to the custodian. DD Form 504 (Request and Receipt for Health and Comfort Supplies) (Figure 5-4) will be used for processing requests for purchase authorized health and comfort supplies. Requests for the purchase of other special items and for forwarding money elsewhere will be made on DA Form 1130-R (Statement of Personal Fund Account and Request for Withdrawal of Personal Funds) (Figure 5-5) reconciling the form with the individual receipt vouchers, the prisoner will be able to calculate the amount of his balance on deposit in the personal deposit fund.

e. Petty Cash Voucher.

Expenditures made through a petty cash fund require the cashier of the fund to obtain a signed DA Form 1128 (Petty Cash Voucher--Personal Deposit Fund) (Figure 5-6) from persons for whom petty cash disbursements will be made. This is normally accomplished after DD Form 504 or DA Form 1130-R has been prepared and approved. DA Form 1128 will be prepared in triplicate. The original (blank copy) goes to the prisoner, the duplicate copy (red copy) goes to the accounting department, and the triplicate copy (green copy) is retained by the cashier. Petty cash fund expenditures will not exceed \$50 for any single authorized item. If the prisoner's account does not exceed \$50, payment of the entire amount will be made in cash. The entries will be consolidated and assigned one voucher number. The total petty cash vouchers for the day will be posted under "Expenditures." Supporting documents for petty cash expenditures will be attached to the applicable petty cash voucher.

DA Form 1128 has a prenumbered cashier receipt number (upper right hand corner) for internal control purposes. It includes a blank space for insertion of a daily voucher number. At the end of each business day, individual petty cash vouchers will be consolidated and assigned one voucher number. For example, if 40 individual petty cash disbursements are made during the day and Voucher No. 137 is assigned for petty cash vouchers for that day, each DA Form 1128 will include Voucher No. 137.

f. Disbursements.

Disbursements from a personal deposit fund in a depository will be made through the use of bank checks. The custodian will control the checks which will be numbered in numerical order in unbroken sequence. Spoiled checks will not be destroyed but will be rendered nonnegotiable and filed in numerical sequence with canceled checks. Prenumbered voucher checks may be used where funds are available for the purchase of such voucher checks. All checks must be signed by the custodian in a manner that duplicates the signature furnished the depository (bank) as the authority to honor properly signed checks. Checks will not be made payable to "cash" or "bearer" and will not be signed in advance. The fund custodian will determine the validity of the expenditure for which the check is intended for payment. All vouchers and supporting documents will be stamped "paid" when the check is drawn and returned to the accounting department for recording and filing. All checks drawn, except those to replenish the petty cash fund, will be totaled for the day and listed as a one-line entry in "Daily Disbursement" on DA Form 1125-R. A separate check will be drawn for replenishment of the petty cash fund, and the amount will be entered on a separate line in "Daily Disbursements." The voucher number assigned to "Daily Disbursement" entries will be the same voucher number assigned to the "Daily Receipt" entry. If a "Daily Receipt" entry is not made on DA Form 1125-R, the voucher number entered in "Daily Disbursements" section will be the voucher number that would have been entered in the "Daily Receipts" section had an entry been posted.

REQUEST AND RECEIPT FOR HEALTH AND COMFORT SUPPLIES				
TO: Custodian, Personal Deposit Fund		INSTALLATION Fort Wood, MO	DATE 9 Jun 1999	
REQUESTED BY <i>(Last Name - First Name - Middle initial. Printed or Typed)</i> JONES, John J.			GRADE OR RATE E-1	
SSN 132-16-3646	ORGANIZATION 365 th Transportation Company		DEPT. OR MIL. SERVICE Army	
I authorize the Confinement/Correctional Facility Commanding Officer to withdraw sufficient funds from my personal deposit fund account to pay for the health and comfort supplies describe below. I understand that the cost of these supplies will be charged against my military pay account if the balance of my personal deposit fund account is insufficient to cover the total cost of these supplies. No charge will be made against my military pay account if I am in a nonpay and allowance status.				
QUANTITY		ARTICLE	UNIT COST	COST
Requested	Issued			
1	1	TOOTHPASTE, TUBE	1.00	1.00
1	1	SHOE POLISH, CAN	1.00	1.00
1	1	CIGARETTES, CARTON (WINSTON)	8.00	8.00
1	1	SHAVING CREAM, TUBE	1.05	1.05
REQUESTED BY <i>(Signature)</i> John J. Jones			TOTAL COST	\$11.05
APPROVAL AND AUTHENTICATION				
NAME, GRADE OR RANK & TITLE OF APPROVING OFFICER <i>(Printed or Typed)</i> KATE CHOPIN, CPT, MP, Custodian		SIGNATURE OF APPROVING OFFICER KATE CHOPIN		
RECEIPT				
I acknowledge receipt of the issued health and comfort articles costing Eleven Dollars five Cents.		DATE 9 June 1999	SIGNATURE JOHN J. JONES	

DD FORM 504
AR 76

EDITION OF 1 MAY 51 MAY BE USED.

Figure 5-4. Example of DD Form 504.

STATEMENT OF PRISONER'S PERSONAL DEPOSIT FUND ACCOUNT AND REQUEST FOR WITHDRAWAL OF PERSONAL FUNDS <small>For use of this form, see AR 210-174; the proponent agency is USAFAC.</small>		DATE OF REQUEST 5 June 1999				
DATA REQUIRED BY THE PRIVACY ACT OF 1974 AUTHORITY: Title 10, USC, Sec 3012. PRINCIPAL PURPOSE: To verify information given on Statement of PDF to insure funds are withdraw from proper account ROUTINE USE: Information is used to verify withdrawal of funds from PDT. DISCLOSURE & EFFECT: Voluntary. If information is not provided, request cannot be completed.						
TO: (Custodian of Personal Deposit Fund) Installation Detention Facility Fort Leonard Wood, MO 65473		FROM: (Name of prisoner, register number, location, and SSN) Randy Stevens Ft Leonard Wood IDF 123-45-6789				
1. Request withdrawal from my personal deposit fund account the sum of \$ <u>50.00</u> . <u>Fifty-----</u> dollars and <u>NO-----</u> cents. <small>(Write out amount in words)</small> I authorize the payment of the above amount to: <u>Mary Stevens (wife)</u> <small>(Name) (if an individual, indicate relationship to you.)</small> <u>123 Maple Street</u> <u>Jacksonville, MO 65473</u> <small>(Street address) (City, State, and Zip Code)</small> The purpose of this withdrawal is: <u>Grocery purchase</u> If ordering clothing, specify release date : <u>N/A</u> <div style="text-align: right;"> <u>Randy Stevens</u> <small>(Signature of Prisoner)</small> </div>						
2. RECOMMEND APPROVAL (As required)		3. APPROVAL				
Date 5 Jun 99	Title Correctional Counselor	Initials PK				
		(Typed/Printed Name & Signatures) Paul Whitman PAUL WHITMAN				
		Date 5 June 1999				
4. NOTIFICATION OF EXPENDITURE						
PAID TO Mary Stevens		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> VOUCHER NO 212 </td> <td style="width: 50%;"> AMOUNT \$50.00 </td> </tr> <tr> <td> REQUEST NO. 2 </td> <td> DATE PAID 5 June 1999 </td> </tr> </table>	VOUCHER NO 212	AMOUNT \$50.00	REQUEST NO. 2	DATE PAID 5 June 1999
VOUCHER NO 212	AMOUNT \$50.00					
REQUEST NO. 2	DATE PAID 5 June 1999					
5. NOTIFICATION OF ACCOUNT STATUS						
At the close of business <u>5 June 1999</u> your account balance is \$ <u>75.00</u> . <small>(Date)</small> At the time of your physical transfer _____ the balance of your account is \$ _____. <small>(Date)</small> At the time of your physical release _____ the balance of your account is \$ _____. <small>(Date)</small>						
6. DATE 5 Jun 99	7. TYPED NAME OF CUSTODIAN KATE CHOPIN, CPT, MP, Custodian	8. SIGNATURE OF CUSTODIAN Kate Chopin				
9. If you have reason to believe an error exists, you must notify the custodian by completing the statement below. The correct balance is believed to be \$ _____. State reason: <div style="text-align: right;"> _____ <small>(Signature of Prisoner)</small> </div>						

DA FORM 1130-R, Apr 86

REPLACES DA FORM 1130, 1 OCT 76, WHICH MAY BE USED UNTIL EXHAUSTED

Figure 5-5. Example of DA Form 1130-R.

PETTY CASH VOUCHER - PERSONAL DEPOSIT FUND For use of this form, see AR 210-174; the proponent agency is Office of the Comptroller of the Army.		VOUCHER NO. 200	CASHIER RECEIPT NO. B 505204
CHARGE THE PERSONAL DEPOSIT FUND ACCOUNT OF (Last Name - First Name - Middle Initial) Johnson, Rodney D.		REGISTER OR SERVICE NO./SSAN 467-32-9876	DATE 26 Apr 1999
PURPOSE Buy a new pair of jump boots			AMOUNT <div style="border: 1px solid black; padding: 5px; text-align: center;"> <div>32</div> <div>00</div> </div>
TOTAL			<div style="border: 1px solid black; padding: 5px; text-align: center;"> <div>32</div> <div>00</div> </div>
POSTED BY Ray Johnson	DATE POSTED 27 April 1999	APPROVED FOR PAYMENT BY Jim Morrow	RECEIPT IS HEREBY ACKNOWLEDGED BY RECIPIENT Rodney D. Johnson

DA FORM 1 SEP 60 **1128**

*GPO: 1975-577-569
 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

PRISONER'S COPY
1

Figure 5-6. Example of DA Form 1128.

DA Form 1131-R (Prisoner's Cash Account - Personal Deposit Funds) (Figure 5-7) will be maintained for each prisoner having funds on deposit with the personal deposit fund. Each day, each of the individual receipts and expenditures making up the totals shown on DA Form 1125-R will be posted to the applicable prisoner's cash account under "Receipts" and "Expenditures." DA Forms 1128 will also be posted to this form under "Expenditures." After all receipts and expenditures have been posted, the total of all the prisoner's cash account forms must equal the amount reflected in the "Balance" column of the "Total" section of the record of prisoner's personal deposit fund. Upon release or transfer, the prisoner's account will be closed by entering the balance on deposit in the "Expenditures" column, leaving a balance of "None." The prisoner will authenticate this entry with his signature in the presence of the custodian. The custodian will then write or stamp the words "Account Closed" and the date following the last entry and authenticate this entry with his signature.

DA Form 1129-R (Record of Prisoner's Personal Deposit Fund) (Figure 5-8) will be maintained in order that the current balance of the fund may be determined at any time. The source of the information for posting to this record is DA Forms 1125-R and 1128. The following instructions apply to column entries.

"Cash in Bank" section reflects the balance of cash on deposit or in transit to the bank. At the end of each day after DA Form 1125-R has been completed, an entry is made under "Receipts" for the total amount reflected for "Daily Receipts" on DA Form 1125-R. In addition, at the close of business each day, the total amount to all checks drawn as reflected for "Daily Disbursement" on DA Form 1125-R will be posted under "Expenditures." Checks drawn to reimburse petty cash which were entered as a separate one-line entry under "Daily Disbursements" on DA Form 1128 will be entered as an expenditure in this section and as a

receipt in the "Petty Cash" section. The petty cash voucher numbers covered by each reimbursement check will be reflected on the retained section of the check. The date of each entry and the respective voucher numbers will be entered in the applicable columns. After each entry, the balance of the cash in banks and in petty cash (when reimbursed) will be computed from the entries posted in applicable columns.

The "Petty Cash" section reflects the balance of the petty cash fund. In addition to the entries made previously, DA Form 1128, at the end of each day, will be consolidated and assigned one voucher number. The total of petty cash vouchers for the day will be posted under "Expenditures." The balance in the deposit fund is computed and entered after each entry.

The "Total" section, at any time, reflects a balance that equals the cash bank balance and the petty cash balance when the total receipts and total expenditure obtained from the "Cash in Bank" section and the "Petty Cash" section have been appropriately computed.

g. Balance Statement.

The balance of cash in bank as recorded on DA Form 1129-R will be reconciled monthly with the balance as reflected by the bank statement. At least quarterly, or when transferred or released, all prisoners are furnished a DA Form 1130-R (Figure 5-5), reflecting the account balance. Prisoners will receive a copy of DA Form 1130-R upon completion of any money transaction with their account. The prisoners will acknowledge the correctness of the balance or state the reason they do not believe it to be correct. Any disagreement as to the balance on deposit will be reconciled promptly by interview. When DA Form 1130-R has been acknowledged by the prisoner, the form will be filed in the office of the custodian of the prisoner's personal deposit fund. Upon transfer, the final DA Form 1130-R is placed in the prisoner's 201 file for forwarding to the gaining facility. When funds are transferred, the number of the check transmitting the funds will be shown on DA Form 1130-R.

<p align="center">PRISONER'S CASH ACCOUNT – PERSONAL DEPOSIT FUND</p> <p align="center">For use of this form see AR 210-174, the proponent agency is USAFAC.</p>						
<p align="center">DATA REQUIRED BY THE PRIVACY ACT OF 1974</p> <p>AUTHORITY: Title 10, USC, Sec 3012. PRINCIPAL PURPOSE: To verify information given on prisoner's cash account. ROUTINE USE: Information is used to verify balance of funds from PDF. DISCLOSURE & EFFECT: VOLUNTARY. If information is not provided, cash account cannot be maintained.</p>						
NAME (Last – First – Middle Initial)		REGISTER OR SOCIAL SECURITY ACCOUNT NUMBER		LOCATION		
JAMES Henry W.		399-89-4756		Ft Leonard Wood IDF		
DATE	VOUCHER NUMBER	PREVIOUS BALANCE	RECEIPTS	EXPENDITURES	BALANCE	INITIALS
2 Apr 99	188	- 0 -	\$50.00	- 0 -	\$50.00	TM
7 Apr 99	190	\$50.00	- 0 -	\$20.00	\$30.00	TM
30 Apr 99	204	\$30.00	\$40.00	- 0 -	\$70.00	TM
3 May 99	206	\$70.00	- 0 -	\$15.00	\$55.00	TM
DA FORM 1131-R, Apr 86		REPLACES DA FORM 1131, 1 OCT 53, WHICH MAY BE USED UNTIL EXHAUSTED				

Figure 5-7. Example of DA Form 1131-R.

RECORD OF PRISONERS' PERSONAL DEPOSIT FUND For use of this form, see AR 210-174; the proponent agency is USAFAC.											
DATE	VOUCHER NUMBER	CASH IN BANK			PETTY CASH I			TOTAL			
		RECEIPT S	EXPENDITURE S	BALANCE	RECEIPTS	EXPENDITURES	BALANCE	RECEIPTS	EXPENDITURES	BALANCE	
1 Jun 99	Balance	brought	forward	\$1500.00							\$1600.00
2 Jun 99	210	\$100.00	-0-	\$1600.00	-0-	-0-	\$100.00	-0-			\$1700.00
4 Jun 99	211	-0-	-0-	\$1600.00	-0-	\$20.00	-0-	\$20.00			\$1680.00
5 Jun 99	212	-0-	\$50.00	\$1550.00	-0-	-0-	-0-	\$50.00			\$1630.00
DA FORM 1129-R, Apr 86		REPLACES EDITION OF 1 OCT 76 WHICH IS OBSOLETE									

Figure 5-8. Example of DA Form 1129-R.

There should be no discrepancy between the amount deposited with the custodian, as indicated by the records, and the amount on hand. Should a shortage in the fund be discovered, however, the custodian or the auditing officer making the finding will make a report in writing, through the facility commander, to the installation commander. In those instances where the shortage exceeds \$250, an information copy of the report will be furnished the Director of Law Enforcement, Department of the Army, Washington, D.C., 20310. The circumstances will be carefully investigated by a board of three disinterested officers appointed by the installation commander. The board of officers will include in its report findings as to the circumstances surrounding the loss, a statement fixing responsibility, and recommendation for appropriate action to preclude a recurrence.

h. Closing the Account.

When US currency or US government payroll checks pertaining to a prisoner are received subsequent to his transfer or release, the original DA Form 1131-R will be posted in the receipt column. Other checks, money orders, and so forth will be returned to the drawer of the instrument with notice of the forwarding address. After the check is drawn and mailed to the prisoner's home address or present place of confinement, DA Form 1131-R will be closed by entering the amount of the check in the expenditure column, leaving a zero balance.

i. Transferring the Account.

When a prisoner is transferred to another facility, his personal funds on deposit are transferred in the following manner.

The custodian of the transferring facility will draw a check payable to the custodian of the personal deposit fund of the facility to which the prisoner is being transferred with a notation on the face of the check: "For credit to the account of (name of prisoner)." He will forward the check, under seal, with the guard at the time of the prisoner's transfer.

When the transfer to a particular facility involves the funds of more than one prisoner, one check may be drawn to cover all personal money transmitted. A voucher listing the amount belonging to each prisoner is attached to the check. The receiving facility custodian will acknowledge receipt of the funds.

j. Outstanding Checks.

When checks drawn on the personal deposit fund are outstanding for six months, "STOP PAYMENT" correspondence must be prepared in three copies showing check number, payee, and date. One copy is attached to DA Form 1125-R and entered as a receipt on DA Form 1129-R. The total amount of such checks is entered on DA Form 1131-R, with the second copy attached. The latter amount will be used to reconcile with the balance on DA Form 1129-R. The original copy is forwarded to the bank requesting stop payment on such checks.

When the confirmation of a stop payment notice has been received from the bank, it should be placed in suspense until several days before the expiration date. Upon notification that the bank has stopped payment on such checks, a check will be drawn for the amount of such outstanding checks. This check and the schedule of outstanding checks is forwarded to the nearest finance and accounting officer for deposit into a trust fund account. Any further action by the ex-prisoner for reimbursement will be referred to the nearest finance and accounting office for instructions.

When a confinement or correctional facility is discontinued, checks outstanding for more than 30 days will be immediately processed as outlined previously to affect closing out of the prisoner's personal deposit fund. Inquiries received by the custodian pertaining to monies due, subsequent to any of the stop payment actions indicated above, will be referred to the nearest finance and accounting office for instructions.

When a check is returned as undeliverable subsequent to the release of a prisoner, it will be voided and removed from the schedule of outstanding checks. DA Form 1125-R will be prepared and posting made to the receipt column on DA Form 1129-R and DA Form 1131-R.

If request for payment is made within one year from date of check, another check will be drawn and posting made to the expenditures column on DA Form 1131-R. If request for payment is not made within one year, a check will be drawn and forwarded to the nearest finance and accounting office for deposit into trust fund account 20X6133 and posted to the expenditures column of DA Form 1131-R.

k. Overpayments.

Where a finance and accounting officer inadvertently makes an erroneous payment to a military prisoner and the overpayment is not discovered until after the check has been deposited in the prisoner's personal deposit fund account, a refund is obtained as prescribed below.

The custodian furnishes the prisoner a typed DA Form 1130-R covering the overpayment or the balance in the prisoner's account, whichever is less. This form serves as a notice and gives the prisoner an opportunity to voluntarily request a withdrawal from the deposit fund account in order to refund the overpayment.

If the prisoner does not voluntarily sign and return the withdrawal request and other efforts to collect the overpayment are unsuccessful, the custodian will prepare copies of DA Form 1130-R, including a copy for the prisoner, with a copy of the typed notice originally presented. When the request is properly accomplished and signed by the custodian, it will be used for withdrawal of funds and as a voucher in support of the fund account. The withdrawal check payable to "The Treasurer of the United States," will be delivered to the finance and accounting officer after the appropriate entries have been made in the deposit fund records. When the check does not fully refund the overpayment, the finance and accounting officer will

be notified when the check is delivered that the prisoner's fund are insufficient to make full restitution.

l. Levy by Internal Revenue Service.

Under the provisions of Section 6331, Internal Revenue Code of 1954 (68A Stat. 783; 26 USC 6331), a prisoner's funds on deposit in the prisoner's personal deposit fund are subject to levy by the Internal Revenue Service to satisfy delinquent income taxes due the United States government. In such instances, it is not necessary to obtain the prisoner's consent prior to making a withdrawal of his personal funds. Upon presentation of the Notice of Levy (United States Treasury Department Internal Revenue Service Form 668A) to the custodian of the prisoner's personal deposit fund by an official of the Internal Revenue Service, the prisoner will be given an opportunity to voluntarily request withdrawal of funds to satisfy his indebtedness. If the prisoner refuses, the following procedures will apply.

The custodian will ensure that sufficient copies of DA Form 1130-R are prepared, including a copy for delivery to the prisoner concerned. The Notice of Levy will be used as a voucher, and the date and voucher number will be entered in the lower right corner of the form. Appropriate entries will be made on DA Form 1125-R, DA Form 1129-R, and DA Form 1131-R.

A check in the amount indicated on the notice of levy or in the amount of the prisoner's funds on deposit, whichever is the lesser, made payable to the Internal Revenue Service will be drawn, signed by the fund custodian, and delivered to the Internal Revenue Service official who served the notice of the levy.

m. Prohibited Transactions.

No part of the funds held in trust by the custodian may be used for loans or investment purposes and no donations or contributions may be made or received. As an exception to the foregoing, prisoners with funds in excess of their anticipated needs may, with approval of the appropriate commander, withdraw such excess funds for investment in US savings bonds and in personal savings accounts in specified banks.

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LESSON 5

PRACTICE EXERCISE

The following questions are multiple choice and/or true/false. You are to select the one that is correct. Show your choice by CIRCLING the letter beside the correct choice directly on the page. This is a self-graded lesson exercise. Do not look up the correct answer from the lesson solution sheet until you have finished. To do so will endanger your ability to learn this material. Also, your final examination score will tend to be lower than if you had not followed this recommendation.

1. A custodian of the personal deposit fund must be
 - A. an American citizen.
 - B. knowledgeable in accounting.
 - C. assigned on written orders.
 - D. a warrant office with an accounting degree.

2. If the custodian is to be absent for a period exceeding 30 days, the responsible commander will appoint:
 - A. a temporary custodian.
 - B. a new custodian.
 - C. an interim custodian.
 - D. an alternate custodian.

3. The original of DA Form 1124 is:
 - A. retained by the facility commander.
 - B. forwarded to the facility accounting department.
 - C. attached to the DA Form 1125-R.
 - D. given to the prisoner.

4. The prisoners' personal funds are audited:
 - A. monthly.
 - B. quarterly.
 - C. semiannually.
 - D. annually.

LESSON 5

PRACTICE EXERCISE

ANSWER KEY AND CORRECT FEEDBACK

<u>Item</u>		<u>Correct Answer and Feedback</u>
1.	C.	Assigned on written orders. A commissioned... (page 5-2, para 1a)
2.	B.	A new custodian. If the custodian... (page 5-2, para 1b)
3.	D.	Given to the prisoner. The original... (page 5-5, para 2a)
4.	D.	Annually. The prisoners... (page 5-4, para 1d)

LESSON 6

PRISONER WORK-TRAINING PROGRAM

Critical Task: None

OVERVIEW

LESSON DESCRIPTION:

In this lesson you will learn to develop a prisoner work-training program.

TERMINAL LEARNING OBJECTIVE:

- ACTION:** Develop a prisoner work-training program.
- CONDITION:** You will have this subcourse, pencil and paper.
- STANDARD:** To demonstrate competency of this task you must achieve a minimum score of 70 percent on the final subcourse examination.
- REFERENCES:** The material contained in this lesson was derived from the following references: AR 190-47, AR 230-1, and FM 19-60.

INTRODUCTION

Employment and training of prisoners are important to the successful operation of a correctional facility. Prisoners can be employed in tasks that benefit the prisoner and meet the needs of the facility. Training activities for prisoners are given priority over work projects. Employment and training activities also help in preventing idleness among prisoners. Employment and training assignments are based on the prisoners custody grade.

At the United States Disciplinary Barracks (USDB), employment and job training programs are the key correctional tools for preparing prisoners to reenter civilian life. These programs provide prisoners with marketable skills while building their self-confidence and teaching them the value of self-discipline. Work and job training opportunities range from unskilled manual labor to highly skilled trades such as electrical work and carpentry.

Training programs in correctional facilities are designed to retrain prisoners who will return to duty and prepare prisoners who will return to civilian life. The selection of a prisoner's course of

training is based on the most recent evaluation of the prisoner. The training of a prisoner who is returning to civilian life emphasizes obtaining academic or vocational skills and learning citizen responsibilities. The training of a prisoner who is returning to military duty is directed toward academic skills and selected military subjects.

1. Responsibilities.

a. Assignment Board.

Assignment boards will consider and make recommendations to the commandant regarding each prisoner's correctional treatment program. Recommendations should include custody grade, quarters, training, work, planned disposition, return of forfeited good conduct time, and suspension of forfeited good conduct time, suspension of forfeitures of pay and allowances, and special treatment.

When sufficient background information has been obtained, the assignment board will review and consider cases to determine individual correctional treatment program and initial assignment of prisoners.

A prisoner's work assignment will be determined on the basis of training needs, utilization skills, and planned disposition. Consideration should be made for institutional support activities, custodial requirements, and similar limitations. Assignments to key service work, work approved for extra good time abatement, and other key or responsible work requiring a high degree of skill and experience will be made only on the approved recommendation of the assignment board or its panel. Transfer from such assignments will also be made only on the recommendation of the assignment board or panel. Other prisoners will be assigned to general assignment work details, specifying such limitations as may be required on the basis of the length of sentence, physical or mental condition, and custody grade. Work assignments of such prisoners will be made, and may be changed by, the director of classification with concurrence of the director of custody without referral to the assignment board.

The prisoner's assignment will be reviewed on a date established by the assignment board. In addition, the prisoner's assignment may be reconsidered as directed by the commandant; by request of a member of the assignment or disposition boards; by recommendation based on his work, quarters, or training supervisor; or by his own application. Recommendations of the assignment board will not be divulged to the prisoner or to any other individual not having an official interest until approved by the commandant.

b. Disposition Boards.

The disposition board will consider and make recommendations to the commandant regarding restoration to duty, clemency, parole, and transfer of prisoners. A psychiatric evaluation and recommendations of a psychiatrist will be furnished to the board for each prisoner

considered. Evaluations will not be routinely prepared for prisoners serving sentences of less than one year.

The disposition board will consist of three members; one field grade officer as chairperson, one additional officer and one NCO E-6 or above or civilian GS-8 or above.

NCOs and civilians who are members of the assignment board may also sit as members of the disposition board. A US Air Force or United States Marine Corps (USMC) officer or NCO of grade E6 or above will be a member of the board when cases of prisoners of their respected service are considered. Female membership is also required for boards considering the cases of female prisoners.

A board schedule will be established to ensure receipt of current classification recommendations of the disposition board and the commandant by Headquarters DA (DAPE-HRE-CR), Washington, DC 20310. This schedule will be established no earlier than 15 days in advance of, and normally not later than 15 days after, a prisoner's minimum eligibility date for consideration by the secretary of the service concerned. Disposition evaluations and recommendations being submitted for annual consideration will be forwarded 30 days in advance of the annual consideration date.

2. Prisoner Employment at the USDB.

Prisoners will be employed in maintenance and operation functions of the facility and constructive work of a correctional nature. Work will be consistent with prisoners' physical and mental conditions, sentence status, and individual correctional training program requirements. Maintenance and operation functions which have substantial training value will be selected when possible. Suitable work projects that may be maintained for an extended period of time will also be established.

Close coordination between the commandant and host installation commander will be maintained to establish worthwhile work projects for employment of prisoners. Approval for and assignment of prisoners to work on projects is the responsibility of the commandant of the disciplinary barracks.

a. Employment Activities.

Service work may be performed by prisoners whenever such work will contribute to the efficiency and economy of the Army. Prisoners may be employed in the manufacturing or the processing of items of equipment, clothing, and other supplies for the armed forces and in agricultural and manufacturing activities to supply items for their own needs. Care will be exercised in the selection and approval of work projects for prisoners to avoid the Army in controversies with organized labor, employers, and agricultural groups.

Work Location. Prisoners will not work away from the immediate vicinity of the installation on which the USDB is located, except as part of a work-release program designed to assimilate individual prisoners to civilian activities outside the facility. Prisoners at USDB may participate in public exhibitions such as county or state fairs through the display of products produced by prisoner work projects.

Work Day. Prisoners, if employable when not engaged in prescribed training, will be required to perform a full day of useful, constructive work as required during regular workdays and at other times as required to meet institutional needs.

b. Work Assignments.

Sentenced prisoners may be employed on any work assignment consistent with their needs. Every effort will be made to assign prisoners to work in keeping with their capabilities and interests and which will contribute toward their correction and anticipated disposition.

Adjudged prisoners may be assigned to work in conjunction with sentenced prisoners as required in maintenance and operation of the disciplinary barracks. They may be assigned other productive and service work, on their written requests, if they are otherwise qualified and available.

Officer prisoners will not be assigned to work inconsistent with their rank unless they waive this right in writing. Prisoners who are known sexual deviates, or who are considered to be potential threats as sexual offenders, will be carefully evaluated prior to evaluation of minimum custody grades. Such prisoners will not be assigned work that could result in problems with other prisoners, females, children, or animals.

USDB trustees may be employed as operators of Army motor vehicles on military reservations only. They must have been issued driving permits and have demonstrated the necessary proficiency. A prisoner so assigned is subject to regulations governing government vehicles and the Uniform Code of Military Justice, the same as any other soldier.

Prisoners are not authorized to work where they have access to classified information, mail, funds, prisoner's personal property, personnel records, soldier's qualification cards, and classification reports or summaries.

c. Work Abatement and Wages.

Work abatement and wages paid by nonappropriated funds are incentives to prisoners to improve their skills and seek assignments to key service positions. Prisoners with dependents in need of financial assistance will be given special consideration when making assignments to work abatement or wage earning projects.

Assignment to key service positions where work abatement and/or wages may be earned will be made only on the recommendations of the assignment board as approved by the commandant. Specific job placements and work evaluation reports will be made by the superintendent or foreman of the activity. Only on prior recommendation of the assignment board as approved by the commandant or his designee will a prisoner be reassigned from an activity.

3. Prohibited Labor.

The following types of labor are prohibited:

- Attending to children, exercising dogs, cleaning and polishing other prisoner or staff and faculty shoes (except in authorized shoe repair shops operated by confinement facilities).
- Labor which results in financial gain to other individuals.
- Assignments which require the handling of or access to personnel records, drugs, narcotics, intoxicants, arms, ammunition, money, or institutional keys. However, the use of arms and ammunition in approved training programs is authorized for those prisoners identified for return to military duty.
- Work which is inherently dangerous (such as picking up duds on a firing range).
- Work which permits association with females without close supervision.
- Labor which has no useful purpose other than to keep the prisoners employed.
- The imposition of quotas or numbers of prisoners to be provided for labor details is also prohibited.
- Prisoners will not be used on work such as police details, janitorial duties, land management, or kitchen police within unit areas. Such work projects may however be performed in direct support of the confinement or correctional facility.
- A detained prisoner (pretrial) will be segregated from all post-trial prisoners (adjudged and sentenced) in employment; this segregation may not be waived. Use of DA Form 3702-R (Request to Work With and Be Billeted With Sentenced Prisoners) is not authorized for this purpose.
- Officer and NCO prisoners are employed only on those duties normally performed by officers or NCOs of their rank, unless they voluntarily waive their privilege in writing.

- Prisoners will not be employed on details designed to degrade or harass. Examples include digging holes and refilling them, moving heavy rocks for no useful purpose, and breaking rocks.
- Prisoners will not be employed on any project which places them in competition with civilian labor, other than within the boundaries of the installation.
- The work of prisoners on Sundays and holidays will be limited to maintenance, dining facility, housekeeping, and other essential tasks in support of the correctional facility, except in emergency situations such as natural disasters and floods.
- Prisoners will not be placed in any position where their duties may reasonably be expected to involve the authority over other prisoners.

4. Vocational and Academic Training.

Organized vocational training and academic classes will be conducted at the USDB. Vocational training funds at the USDB will be established and operated in accordance with AR 230-1. Meaningful training activities are essential elements in the correctional treatment of prisoners. Supervisory and instructional personnel will be selected on the basis of experience in specific fields of training and their ability to impart knowledge to others. Training will be carefully planned and maintained at the highest standards through constant supervision. Selection, assignment, and retention of prisoners in training activities will be based on the individual prisoner's ultimate return to military duty or civilian life.

a. Vocational Training Program.

Vocational training includes preparation for training in trade, industry, business, and agriculture geared to preparing prisoners for employment in private industry or establishing and operating their own business with a modest outlay of capital. Vocational training and instruction will be designed for individual correctional treatment of each prisoner. The vocational training program will include--

- A diversity of vocational courses which are well-organized and staffed with trained personnel.
- A diversity of projects having MOS and vocational training value. These projects should be organized and operated in accordance with military or industrial standards.
- A diversity of agricultural activities based on scientific principles.
- Organization of maintenance details, and insistence on better methods, skilled supervision, and modern equipment, so these details can be used for instruction and participation in useful work.

- Correlation of classroom instruction and practical application to permit a division of time between instruction and participation in useful work.
- Individual vocational counseling closely correlated with work placement opportunities upon the prisoner's release.

Vocational training programs will be supplemented by related academic training. Commandants will establish and operate vocational training courses which will provide both a meaningful work experience for prisoners and a high probability of follow-on civilian employment or a useful military skill. Prisoners will be assigned to vocational training courses or activities in accordance with approved actions of assignment boards. Assignment boards will consider each prisoner for vocational instruction or training from the standpoint of this probable disposition, work experience, education, aptitude, interest, intelligence, physical fitness, and future employment possibility. An individual record will be maintained for each prisoner assigned.

Most prisoners entering a vocational or trade shop will be inexperienced and will need practice in fundamental skills or trade before engaging in actual work. To meet this need, each vocational training activity will plan and develop projects designed to proceed from simple elemental tasks to more difficult skills. This orientation phase normally will precede practical work; however, it may be conducted in conjunction with the practical work of a vocational training activity.

b. Academic Classes.

Prisoners assigned to vocational training activities and projects will be required to attend applicable academic classes in related trade subjects. These classes will be supplemented by weekly orientations given by foremen-instructors on such topics as--

- Safety information.
- Knowledge of the care, use, and kinds of handtools used.
- Knowledge of the care, use, and kinds of machines used.
- Knowledge of sources, qualities, and uses of materials used.
- Theories and principles.
- Plans, estimates, and calculations.
- Units of scientific information necessary and desirable.

- Units of necessary drawing and plan reading.
- Acquaintance with appropriate periodicals, books, and other literature.
- Knowledge of wages, working conditions, and regulations.
- Knowledge of where and how employment is usually secured.

Whenever applicable, Army publications will be used as teaching aids. Textbooks, job instruction sheets, and other necessary teaching aids will be furnished by the director of training.

Modern methods and techniques will be used in prisoner training. Equipment and supplies not authorized by the facility's table of allowance or not available through appropriate fund sources will be purchased from the vocational training fund.

5. Summary.

Work-training programs, as discussed above, are designed not just to occupy the prisoners time with some type of employment activity, but to educate, train, and prepare them for return to military service or civilian life by increasing their skill level, self-respect, confidence, and productivity.

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LESSON 6

PRACTICE EXERCISE

The following questions are multiple choice and/or true/false. You are to select the one that is correct. Show your choice by CIRCLING the letter beside the correct choice directly on the page. This is a self-graded lesson exercise. Do not look up the correct answer from the lesson solution sheet until you have finished. To do so will endanger your ability to learn this material. Also, your final examination score will tend to be lower than if you had not followed this recommendation.

1. Prisoners may perform which of the following on Sunday?
 - A. Work in the dining facility.
 - B. Grass cutting at post headquarters.
 - C. Employment by post engineer on garbage details.
 - D. Housekeeping duties for the installation commander.
2. Prisoner work assignments are determined on the basis of:
 - A. custody grade.
 - B. status.
 - C. jobs available.
 - D. training needs.
3. Recommendations regarding restoration to duty, clemency, parole, and transfer of prisoners is made by the:
 - A. social worker.
 - B. assignment board.
 - C. disposition board.
 - D. director of custody.
4. Which of the following is NOT prohibited labor?
 - A. Exercising dogs.
 - B. Janitorial duties.
 - C. Dangerous details.
 - D. Vehicle repair.

5. Training activities are based on the prisoner's:
- A. return to military duty or civilian life.
 - B. attitudes.
 - C. behavior.
 - D. length of confinement.
6. The vocational training program will be supplemented by:
- A. practical exercise.
 - B. more jobs.
 - C. related academic training.
 - D. long working hours.

LESSON 6

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>		<u>Correct Answer and Feedback</u>
1.	A.	Work in the dining facility. The work of... (page 6-6, para 3)
2.	D.	Training need. A prisoner's work... (page 6-2, para a)
3.	C.	Disposition board. The disposition board... (page 6-2, para b)
4.	D.	Vehicle repair. The following types... (page 6-5, para 3)
5.	A.	Return to military duty or civilian life. Selection, assignment... (page 6-6, para 4)
6.	C.	Related academic training. Vocational training... (page 6-7, para 4a)